App. F. IX-4

Previous References 1940 (P15)

File No. 7-40

Serial Nos. 1, 2, 3, 4, 5, 7, 8, 9, 11, 14, 15, 16, 17, 18, 19,

Later References.
DJS 59-41-47
" 59-41-9-41
" 87-42-1-2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4 to 11 (1 to 3)

Part B for Jan 41

SUBJECT.

Irregularities in keeping the accounts and stock of Stg, forms etc in several offices of the State.

Ist 19

To The Supdt; Govt Press P.C.
" Comptr. thro' T.D.
" HDS of Depts
" D.C.S of Dists
" Presidents of Boards thro' D.Cs
" Municipal Comrs, B. City.
" President, City Municipal Council
Hyderabad

No. AJ 2986 - 3046 Dt 26-11-40

Approves of Certain Proposals of the Press Committee re the above.

F. Hasan 2/4

Irregularities in keeping the accounts and stock of Stationery, forms etc in Several offices of the State. 1)

General and Revenue Secretariat | Pol. File No. 7 of 1940 | [App. F. III-2

Serial No.	
14	Letter no. P. 632 dated 26 August 1940 from the Superintendent, Govt. printing, forwarding the views of the press Committee in the matter of certain irregularities noticed in the accounts and stock of Stationery, forms etc in Several offices of District Head quarters of Chitaldrug Kadur & Mysore during his inspection in May & June 40
Sh. 1–13	1 The Several reports of irregularities noticed in the accounts and stock of Stationery, forms etc in several offices during inspection by the Supdt. G.P. quoted in his letter are placed below.
	2 As stated in the several reports placed below the Supdt. now forwards the views of the press Committee in the matter as also a Copy of the note on the subject placed before the Committee together with a copy of their resolution of the committee.
	3 The press Committee after going through these reports of irregularities and Statements of Surplus forms have come to the Conclusion that these irregularities resulting in heavy loss to Govt. on account of unnecessary stock of surplus forms & registers far in excess of the annual requirements in almost every office are due to
	(1) offices not being inspected periodically by an officer well acquainted with the accounts of various departments
	(2) The Supdt. G.P. who is authorised to inspect offices situated at Head-quarters, not being able to attend frequently to this work for want of time.
	(3) The results of inspections made by the previous Supdts. and helpful instructions issued not being followed by Several offices and.
	(4) Want of proper accommodation and Sufficient number of racks to arrange and keep forms etc. in many offices.

NOTE—Contn. Sheet.

Serial No.

5 In view of the fact that almost every office has got printed forms etc in excess of the annual requirements, that printed forms and Registers are costlier than ordinary papers issued from the Stg Depot. and that the cost of paper & printing materials is becoming prohibitive due to war, the Committee have recommended the following arrangements.—

(1) the appointment of an experienced accounts officer for a period of two years. to inspect accounts and Stock of forms, registers and Stationery in all offices. including offices situated in Taluk Head quarters, Railway offices, offices of Govt. Industrial Concerns, Local bodies and other paying departments, and give necessary instructions in respect of maintenance of proper accounts, to various officers who should comply with them strictly [illegible]

6 Proptl no 1.

For this post, the Committee recommend Mr. B. Ranganna, Supdt. Comptroller's office., who is on special duty at the Govt. press in Connection with the Standardisation of forms as he has gained experience in this respect.

(2) the appointment of a clerk, preferably with form experience, on Rs. 25/- p.m. in the office of the Supdt. Govt. printing, for a period of 2 years. to sort out, Keep Stock and redistribute the forms etc received back from various offices

7 Proptl no 2.

3. To order all forms, registers found in surplus after the detailed inspection by the above officer being sent back to the Govt. press Supdt. G.P., the transmission charges being met by the offices sending

8 Proptl no 3.

Serial No.

9
8 Supdt 24.

the Surplus forms etc.

(4) To issue special instructions to Heads of Departments and Deputy Commissioners to give particular attention during their inspection of Subordinate offices to look into the question of proper accommodation and racks to each office to stock forms and registers.

10 Regarding (1) it is submitted that the period of deputation of the supdt., Comptroller's office to the press in connection with the standardisation of forms has been extended up to 31. 12. 40. The Supdt. G.P. states that if this officer has also to attend to the inspection of offices during this period, he will have to do so in addition to the work of standardisation which he has to complete by 31. 12. 40. Staying at Head quarters for a specified period during each month with the help of the additional clerk and full time typist recommended for sanction in his letter dated 26. 8. 40. which has been separately submitted for orders.

A

11 Regarding (2) the Supdt. G.P. states that the proposal placed before the Committee (vide flag P.) that the existing uniform branch in the press is not capable to take up this additional work. He adds that Unless an extra new hand on Rs. 25/- p.m is sanctioned there will not be much gain by getting the surplus forms & registers back to the press.

12 The proposals involve additional expenditure to Govt. The Supdt. states that separate report would be submitted in time if the additional cost involved on account of the above proposals cannot be met by re-appropriation or savings under establishment.

12 Submitted for orders. The Secy has also to be consulted.

Dr. 13-9-40.

NOTE—Contn. Sheet.

Serial No.

13 The proposals of the Committee for the appointment of Mr. B. Ramanna, Asst. Cashier's office on A.R. duty in the Press for the Standard Saris is noted. His present work, & that of the A.R. office for 2 years to in effect & five in stretching etc, Stock of forms, registers, stationery etc in all offices viz:- IV offices. (The Committee want inspection to be extended to Ry offices, offices of Industrial Concerns & of local bodies. - This is for orders) & (2) for the appointment of a clerk on Rs 25 pm for 2 years to sort out, keep stock & distribute forms used by the offices, may be dealt with in Correspondence. The cost will be met by reappn: of Land Frontier from Saving under Exptt. The Cashier shd be entitled to Ramanna's Hours

re: maintenance of stocks, & the Issue of forms

14 As re: proposals (3) & (4), a Circular will be issued for approval.

Devt Dept 16/9

15 Please put up the file asked for at A overleaf. Consult Cashr. re: Mr. Ramanna. What is his pay to be?

As regards the Clerical staff, cannot this be found from the new hands to be raised on the reorganisation proposals?

What is the total annual cost of the present proposals to us, & the approximate savings expected under standing charges & forms & regulation?

17/9

16 Submitted. The file No. P.T.S. 13-40-5. referred to at A overleaf for orders. has been separately submitted. It will be put up after

Appointment of the temp. Inspection Staff with a view to regulate the keeping of accounts of Stty. etc. in several offices

Serial No.

with this file after its return. As regards the clerical staff, the matter may perhaps be examined after the file regarding the reorganisation of the staff which has been submitted to His Highness is received

17 Drafts consulting the Comptroller re. Mr. Ranganna and the Supdt. G.P. re. the annual cost of the proposals are put up for approval.

18.9.40.

15 To The Comptroller to Govt no A.D. 1661 dt 20-9-40 enquiring whether the services of Mr. Ranganna could be spared for two years more.

16 To The Supdt Govt Printing no A.D. 1662 dt 20-9-40 calling for information on certain points

Letter No. 561/E.S. dated 30th Sept' 1940 from the Comptroller to Govt. furnishing information re. Mr. Ranganna

Letter No. P. 989 dated 3rd October 1940 from the Supdt. Govt. printing furnishing particulars re. annual cost of the proposals etc.

18 The file referred to above is put up herewith. The Comptroller states that he has no objection to spare, for two more years, the services of Mr. B. Ranganna, Supdt. of this office, now on special duty at the Govt. press. He adds that Mr. Ranganna is a 2nd grade Supdt. in grade Rs. 118-6-160 and is, at present, in receipt of his pay in his grade viz., 148 plus 20% Deputation Allowance in the press.

TYPING SECTION 19 SEP. 1940 GEN. & REV. SECTT.

GEN. & R.T. SECTT. 20 SEP. 1940 FOREST BRANCH.

Pts. 13-40- (linked.) No 703

NOTE—Contn. Sheet.

Serial No.

19 The Comptroller further states that the salary of Mr. Ranganna while on special duty may be suitably fixed by Govt. having regard to the arduousness & importance of the work on which he is proposed to be engaged as also to the emoluments he is now in receipt of in the press. viz. Rs. 148 + 20% D. A. (i.e. 30/-).

20 With regard to information called for from the Supdt. Govt. printing, whether the clerical staff (i.e. the appt of a clerk on Rs. 25/- p.m. for two years) now required cannot be found from the new hands proposed under the reorganisation proposals, the Supdt. states that the question of establishment for regular inspection of forms throughout the year, which forms part of the work of the Stationery Depot. was not considered at the time of submitting proposals for revision, and it was left to be taken up after the deliberations of the press Committee were completed. He also states that it is not possible to spare any hand out of those proposed in the division for the work now proposed by the press Committee viz, to sort out, keep stock and redistribute forms received back from offices at that added hand on Rs 25/- is necessary.

21 As regards the annual cost of the proposals the Supdt. states as follows:—

That, as the nature of the work entrusted to the Inspecting officer will be arduous and as he will have to tour long periods at a time, it has been proposed to give him a Consolidated pay of Rs 200/- p.m.. He also states that this has been approved by the Chairman of the press Committee.

The annual total cost of the present proposals is

Serial No.

~~Receipts~~ about Rs. 3,060/- as indicated here under—

I. pay of the Inspecting Officer p.m. Rs. 200/- × 12 = Rs. 2,400/-

II. Clerk on Rs. 25/- × 12 .. .. = " 300/—

III. T. A. to the Inspecting Officer, average Rs. 30/- per mensum × 12. .. .. = " 360/—

Total. Rs. 3060/—

22 Regarding the approximate savings ~~expected~~ under printing charges of forms & registers, ~~the Supdt states~~ that it is not possible to say with accuracy the savings that could be effected in this respect. He adds that the Special Duty Supdt. inspected 42 offices and the forms removed from them cost about Rs. 3000/-. It is also stated that if the state of affairs in other offices to be inspected are as bad as they were in the 42 offices already inspected, the press can perhaps save about 15% on printing of blank forms & registers in the first year and 10% in the second year of the appointment of the establishment in question. With this in view, the Supdt. states that the savings on printing of forms would be many times the expenditure proposed to be incurred viz, about Rs. 3060/- per annum, on the temporary staff.

23 The Supdt: incidentally states that, on receipt of Complaints from the Senior Surgeon regarding the scanty supply of forms, he directed the ~~Supdt~~ Special Duty Supdt. with the press Committee to inspect the stock of the forms etc, of the Medical Stores and that his inspection has revealed that nearly 40 kinds of the registers & forms are available in the stores in such large excesses as to serve the department for 3 to 4 years more. He promises

NOTE—Contn. Sheet.

704 ✓ 1251 ✓ 1255

8) Appointment of the temp. staff with a view to regulate the keeping of accounts of Stg. etc., in Several offices

PHS File No. 7 of 1940. | General and Revenue Secretariat

Serial No.

Separate
a/ detailed report in this respect.

24) Subd with reference to para 15 supra.

10h 22.10.40 25) The addl staff recommended is stated to be reqd for a minimum period of two years.

Hhb 23/10/40 26) Draft Key) 28/10

27) I think, in view of the savings expected, it is worthwhile having the proposal of the Press Committee, for one year at the present maximum. Mr. Ranganna, after his present term of deputation is over, may be appointed to the special office on a consolidated salary of Rs 150 p.m. and a clerk on Rs 25 p.m. given to him. The cost may be met by re-appropriation of savings under "Establishment".

28/10

Land. Hhb Hon. H. Lee

28) Mr. Ranganna's services have already been continued till the end of December 1940 for the special work connected with the decentralisation of forms and he may be required to complete this work during this period, the work of inspection being taken up after 1st January 1941. His present pay in the Comptroller's Office is Rs. 148 in the grade Rs. 118-6-160 and his present emoluments in the Press including the Deputation Allowance of 20%, come to only Rs. 177-10-0. The pay of Rs. 200 proposed is excessive. As sanction of deputation allowance for

SECY. DEV. DEPT. 23 OCT. 1940 GOVT OF MYSORE

1312

P.T.O.

1255

9)

Serial No.

long periods is not desirable, I would suggest that Mr. Ranganna may be given a temporary consolidated pay of Rs. 180/- per mensem during the period of his employment on inspection work. The inspection work may take more than one year to complete, but for the present sanction may be communicated for one year.

1312

SECY. DE'T. DEPT. 1. NOV. 1940 GOVT OF MYSORE

Secy. 2 Nov. 1940 No. 4323

AG 29.10.40

Ca 1/4 m

29) Ca 5.11 5/11 m

30) Draft Sub. for Consideration. appd Ca 18.11.40 6/19/11

Govt Ley

31) Ca 20/11

32) Sec 6/21/11

Conn 1362

Financial Secretary has agreed draft and fair Sub? K, 26/11/40 26/11

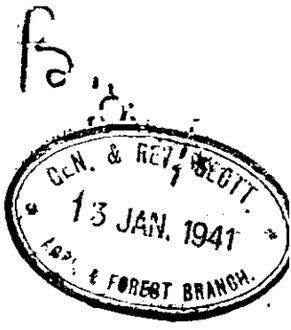
File No. 4 of 1940. | General and Revenue Secretariat

Serial No. 19

To
The Supdt Govt Presses
The Heads of Depts
The Comptroller through the
The Presidents of Bl Rds
The Secy of Bds
The Municl Commr Blore &c
The President Municl Bl.

No AF 2986–3046 Fin dt 26.11.40

Sanctions the appointment of Mr. Ramanna as the Special Officer for the work of Inspection on a pay of Rs 180/- p.m. and to the appointment of a clerk on Rs 25/- p.m. for one year for the present from 1.1.1941.



No. P. 9
Ends 4

DEVY. DEV. DEPT. 2. JUL 1940 GOVT OF MYSORE

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated...22th...June.....1940.

1-7-40

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, &
Secretary, Press Committee, BANGALORE.

GEN. & REV. SECTT. 3 JULY 1940 FOREST BRANCH

To

The Secretary,
to the Government of Mysore,
Development Department, Bangalore.

pad S 7-40-1

SIR,

I have the honour to forward herewith for information of Government the brief statement of irregularities noticed during my inspection of the accounts of the Stationery and forms of the District Registrar, Kadur and Mysore on 27th May 1940 and 12th June 1940 respectively.

Lists of Surplus Registers and forms available in excess of annual requirements, which the Department has agreed to send back, are also enclosed for information. The statement relating to Kadur District indicates that this office has in stock nearly 25% of about 12 kinds of Registers and forms required for the whole state annually, after reserving one year's supply required in the office. The question will be placed before the Press Committee and their decision will be submitted for orders of Government.

I have the honour to be,

Sir,

Your most obedient servant,

SECRETARY, 29/6/40
PRESS COMMITTEE.

The Subdl. reports that the Dt. Registrars of Mysore & Kadur have agreed to send the surplus stock of Registers & forms to the Stationery Supdt. The receipt of further communication in the matter will be awaited. Dept for Govt

HR.

15/7

Dept Rly 16/7

26/7

GEN. & REV. SECTT. 1940 FOREST BRANCH.

Brief notes of irregularities noticed in the accounts of Stationery and forms of Kadur and Mysore Districts Registrar's office

---

(a) Forms etc.

1) No regular accounts are maintained.

2) Acknowledgements are not taken from the party who received the forms, etc.

3) Stock is not checked periodically.

4) Large quantity of excess forms, Registers than the annual consumption is kept. These could have been returned to printing office to save cost.

5) The condition in which these are kept is not satisfactory.

(b) Stationery articles

1) Are not issued according to the scale.

2) There are articles which are in excess of requirements and have to be returned.

3) Book balances do not agree with the actual stock on hand.

4) Acknowledgments are not taken regularly.

5) Stocks not verified periodically.

6) Packing materials are not sold and sale proceeds credited to the Treasury.

29/6
Secretary Public Committee

Forms, Registers, etc. available in excess in ~~this~~ the office of the District Registrar, Kadur District, found during the inspection on 27-5-40. (Over one years requirement)

Form.	Excess over one years reserve promised to be returned.	Nos required annually for the state.
1. No. 21 A form Register.	75 books	380
2. Stamp 16	100 copies	380
3. No.48 Remittance Register.	25 books	380
4. No.11 Receipt books.	8 books	1000
5. No. 36 B Statement of refunds.	700 forms	2700
6. No.8 Nominal Index 3 or 5 Registers	500 "	2350
7. No.46 Vargarajinama	1200 copies	(Need not be printed in future)
8. No. 44 D Certificate of encumbrance	500 forms	2000
9. No. 44 C. do	±500 "	2000
10. Record Requisition slips	500	Not required
11. No. 44 B Nil certificate of encumbrance	1500 forms	— nil —
12. No.26 Commission Register	27 books	104
13. No.25 Register of Power of Attorny	26 "	104
14. No. 44 A. Encumbrance certificate	2500 forms	1000
15. No.38. Refund cheque book	20 books	115
16. No. 22. Impounded Register	28 "	104
17. No. 23. Unclaimed document registers	22 "	104
18. No. 20. Penalty Register	44 "	95
19. No. 2. Rejected cases	1200 sheets	2100

SECRETARY,
PRESS COMMITTEE.
29/6/40

PM

HR.

14)

Statement showing the details of forms and Registers available in stock in the office of the Deputy Commissioner, Registration Branch, Mysore, District, Mysore.

Form Number.	Name of the forms.	Number available.	Number Required.	Surplus to be returned.
	Form Receipt and Issue Book.	6	2	4
24	Index Examination Register.	8	2	6
48	Remittance Register	5	1	4
111	Contingent Register -Big.	5	-	5
	R. Disposal Register.	2	1	1
111	Contingent Register small.	1		1
7	Index Register.	2	-	2
6	Index Register.	3	1	2
38.	Accused ~~Sheet~~ Statement Kan.	300	-	300
9	Witness Summons.	250	50	200
1	do	100	-	100
	Stationery.			
	Finger printing apparatus			5

Returned to Stores
Secretary 29/3
Press Committee

STATIONERY ARTICLES 16)

District Registrar, Kadur District. List of differences on 27-5-40.

Name	Book Balance.	Stock on hand.
1. Black Ink Tins	7	7 No use to be returned.
2. Holder	0	1
3. Nibs.	351	264
4. Candles.	1	4
5. Sealing wax	0	3 sticks.
6. Tape White	0	1
7. From Register	3	5
8. To Register	0	1
9. Stationery Issue Register.	0	2 one to be returned.
10. do Receipts	0	3 two to be returned.
11. Badami Paper	Qrs 4	3
12. Blotting Paper	Qrs 6	4½
13. Note Paper	0	0-12-0 to be returned.
14. Memorandum	Qrs 1	10
15 T.W. Thin Paper	Qrs 8	6½
16. M.M. Paper	Qrs 3¼	10¼ to be returned.

SECRETARY, 29/6.
PRESS COMMITTEE.

HR.

No. P. 13

Ents. 4 Sheets

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated...28th...July...1940.

GEN. & REV. SECTT. 3 JULY 1940 FOREST BRANCH.

SECY. DEVELOPMENT DEPT. 2. JUL. 1940 GOVT. MYSORE

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.M.P.S., M.A.S.M.E.,
~~SUPERINTENDENT, GOVERNMENT PRINTING,~~
Secretary, Press Committee
BANGALORE.

To The Secretary to the Government of Mysore,
Development Department, B A N G A L O R E.

SIR,

I have the honour to submit herewith for information of Government a brief note on the irregularities noticed in the accounts of Registers forms and Stationery articles, maintained in the District Forest Offices at Chickamgalur and Mysore, during my inspection with the Special Duty Superintendent on the 29th May 1940 and 12th June 1940 respectively. Statements showing the blank registers, forms etc., available in stock in these offices far in excess of the annual requirements are also enclosed for information of Government.

The question of regulating the supply to avoid unnecessary stock in different offices which is resulting in heavy loss to Government, will be placed before the Press Committee in their meeting proposed to be held in the 1st week of July 1940 and their recommendation will be submitted for orders of Government.

I have the honour to be,
Sir,
Your most obedient servant,

B. Krishnaswamy Chetty
SECRETARY,
PRESS COMMITTEE. 28/6/40.

AM

The Supdt. may kindly be asked to get back the stock of Registers, forms etc. which are available in the D.F. offices at Chickmagalur & Mysore far in excess of the annual requirements.

SD 16/7

The list in one of the Sheets may be returned. So we may await

Irregularities noticed in the accounts of Forest Register, Stationery &c of the D.F.O Chickmagalur & Impose 17)

General and Revenue Secretariat — P & S File No. 7 of 1940. [App. F. III-2

Serial No.	
	Further reference from the Asst. Conservator (Dwt Ley) 17/7
	Yes (He also promises to send the views of the Forest Committee) Ce 17/7

SECY DEPT. 17 JUL. 1940 GOVT. MYSORE

Secy 29/7

GEN. & P. 20 JULY 1940 FOREST BRANCH.

NOTE—Contn. Sheet.

(5)

Brief note of irregularities noticed in the accounts of Forms, Registers and Stationery articles of the District Forest Officers, Chickamagalur and Mysore on 28-5-1940 and 12-6-1940 respectively.

A) Forms and Registers:

1. No regular stock and issue Registers are maintained and posted and closing balance arrived at.

2. No indication of having verified the stock balance at any time.

3. Acknowledgments are not taken from the parties for supplies made.

4. Both the offices have got large quantity of Registers, forms in excess of the normal requirements. Lists showing the details are enclosed. It clearly indicates that the quantities noted for annual supply in the existing standard list are far in excess of the actual requirements and the head of office has not taken trouble to verify the stock on hand to prevent accumulation of excess supplies year by year. The quantities to be supplied have to be regulated by the Head of Office to avoid loss to Government, as the registers, etc. available in excess as per statement shows dead stock.

5. The condition of accounts and arrangements of stock of Registers etc. are not satisfactory.

B) Stationery articles:

1. The stock appears to have not been verified as there is no indication in the register.

2. Acknowledgments are not obtained from the parties who receive the articles.

3. Accounts maintained require to be prepared more carefully.

4. Packing materials are not auctioned and sale proceeds are not credited to the Treasury.

SECRETARY, 28/6/40.
PRESS COMMITTEE.

HR.

Registers, forms, etc., noticed in excess of the normal requirements in the office of the District Officer, Mysore on 12-6-40.

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No.	Name of the form.	Number available.	Number required for 40-41.	Surplus promised to be returned.
1	Rent Recovery Register.	22	6	16
3	Cash Book	24	12	12
3(a)	General Cash book	38	12	26
7/12.	Sale of Timber produce cut and collected by Govt.	46	16	30
5/10	Sales Register of Depot	393	153	240
3.	Record of works of reproduction.	46	30	16
81.	Pound Register.	11	5	6
6/11	Stock Register	82	32	50
15.	Leave Register.	36	12	24
12/19	Bill Book	133	92	41 old
22.	Receipt & Disposal	19	9	10
23.	Annual Tools Register	17	10	7
24.	Issue of Tools	12	12	-
8/13.	Account of Drift Timber	35	12	23
43.	Daily Labour Register.	47	20	27
"C"	Offence Register.	15	8	7
34.	Register of Maps and books.	22	10	12
25/54.	Sandle Register	21	10	11
40A.	Sandle Innual stock	12	3	9
	Thangadi Account Book	65	35	30
	Thangadi and Kaka collected and transport.	25	5	20
94.	Receipt granted for money received.	17	5	12
34	License for removal of Sandalwood	12	-	12
95.	Official Memorandum book	3	-	3
11/17	Register of free grants.	11	5	6
	Forms issue and receipt register.	20	2	18
	Stationery Issue Register	10	2	8
11A/18.	Right Holder Register	14	6	8
D.	Offence Register.	20	12	8
31.	Sandle Retail sale	5	2	3
37.	Register of issue of assorted sandlewood	10	5	5
28/48.	Assortment of sandlewood	17	5	12
82.	Pound Receipt book	27	7	20
83.	Pound release register	30	7	23
59/30.	Sandle lot register	7	3	4
36.	Out turn of good sandlewood.	11	4	7
19/47.	Register of cheques drawn.	10	2	8
	Register of Receipts and Deposits.	20	10	10
10/16.	D.C.B. of Revenue.	106	20	86
9/14.	Revenue from Timber and other produce collected.	119	25	94
4/28.	Sanctioned work.	20	15	5
84.	Reminder book.	85	25	60

RM

20)

96.	Invoice booka.	21	15	6
	Visitors book.	33	12	21
10/16.	Outstanding statement	2300	200	2100
5/10.	Forms of disposal	2300	500	1800
4/9	Receipts of Timber	1000	500	500
6/11.	Receipts and Disposal	3000	500	2500
9/14.	Revenue and Timber Produce by private agency.	2200	200	2000
7/12.	Sale return.	600	200	400
17.	Register of free grant	500	200	300
11 A/18.	Right holder form.	500	-	500
3.	Control form.	600	200	400
4.	do	400	200	200
3.	Reproduce and outturn	400	100	300
27/55.	Schedule of Revenue	400	-	400
3 A/8.	Register of fellings	300	150	150
43.	Daily labour	400	200	200
	Progress statement form	700	200	500
24/48.	Ledger forms.	300	100	200
96.	Permit to collect Thangadi	25	-	25

SECRETARY, 28/6/40
PRESS COMMITTEE.

HR.

(21)

Registers, forms, etc. found in excess of normal requirements in the office of the District Forest Office, Chickmagalur, on 28-5-1940.

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Name of form.	Excess over one years reserve promised to be returned.	Average annual requirements as per standing list.	Remarks.
Record of Sanctioned work.	10	10	
Deposit Repayment Register.	2	3	
L.P.C. Finance.	2	3	
Ft. 3 Reproduction and Improvement	-	8	
Return of T.P. Ft. 23.	4	5	
Ft. 22.	5	4	
Register for Removal of Sandal	-	2	
Sale of Sandal Wood. 31/62.	1	2	
Ft.60.	-	9	
Register of Rough Sandal Wood received in the Kote.	1	3	
Register of Collection and Removal of Sandal wood	4	4	
" Ft. 40 A.	-	5	
Objections book statement 53	4	4	
D	-	20	
Register of Matured Sandal wood removed from occupied lands	3	7	
Dt. note book	12	8	
Plantation Note book	12	11	
State Forest Note book	12	5	
127 B.	-	13	
Receipt and issue of stationery articles.	-	3	
Game Permit.	-	5	
Form No.96	-	25	
Kakke Permit.	-	27	
do do	-	6	
Permit for Thangadi	-	10	
do collect Thangadi	-	7	
Pass No.87.	5	4	
Cutting Removal of Timber in Coffee land.	-	15	
Ft. 44.	-	6	
Toll Exemption book	-	6	
Bill Book Form No.	-	10	

Note: 1½ Reams of M.M. Paper and 15 yards of Tracing cloth to be returned.

SECRETARY,
PRESS COMMITTEE.
29/6/40

HR.

No. P. 64

Encls. 6 Sheets

22

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated....29th June.....194 0.

BEGY. DEV. DEPT. 4 JUL 1940 GOVT OF MYSORE

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, &
Secretary, Press Committee, BANGALORE.

To

The Secretary to the Government of Mysore,
Development Department, Bangalore.

GEN. & REV. SECTT. 5 JULY 1940 AGRI. & FOREST BRANCH.

SIR,

I have the honour to forward herewith for information of Government a brief note of irregularities noticed during my inspection of accounts and stock of forms, Registers and Stationery articles maintained in the office of the Deputy Director of Education, Mysore, and office of the District Educational Officers, Chitaldrug, Chickmagalur and Mysore in May and June 1940. No regular stock and issue Registers are maintained. Stock of Registers and forms, etc. appears to have not been verified at any time. Large number of surplus forms, Registers, etc. are available in each office far in excess of the annual requirements as per lists enclosed. If these had been returned to the Press in time, so much printing and paper could have been saved.

A I am placing the matter before the Press Committee and their views will be submitted for orders of Government.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY,
PRESS COMMITTEE. 1/7/40

BEGY DEPT. 16 JUL 1940 GOVT MYSORE

HR.

The Supdts. of P. may furnish to be asked to get the surplus stock of forms and registers from the offices concerned immediately. Action is put up for approval.

GEN. & REV. SECTT. 9 JULY 1940 FOREST BRANCH.

Dept Key A. This may be sanctioned

Statement showing the details of irregularities noticed during inspection of accounts and stock of forms, Register and Stationery articles in the office of the Deputy Director of Education, Mysore, and District Educational Officers, Chitaldrug, Chikmagalur and Mysore.

--

(a) Forms and Registers:

1. No stock book is maintained and closing balance arrived at.

2. No regular issue book is maintained and acknowledgments for issues obtained from the parties.

3. There are large number of forms and Registers in excess over the annual requirements in each office as per statement enclosed. Annual requisitions are sent for the supply through the Director of Public Instruction without actually verifying the stock and future requirements. If these were returned to the Press in time it would have saved time and money.

4. Requisitions appear to have been sent without correctly estimating the actual requirements.

5. In preparing bills, Pay bill forms (Financial and Education) and T.A. bill forms facing sheets are used for continuation sheets instead of using blank paper as inner sheets. There is good lot of waste in this as only one side of the form can be made use of in each sheet. Blank papers may be used in each case where more than one form is required.

6. Instructions have been issued to maintain correct stock and issue books from 1-6-40 taking the stock balance on that date as opening balance.

(b) Stationery:

1. No correct accounts are maintained.

2. Stock is not verified and certified in any office.

3. Articles are not arranged and kept neatly.

4. In some cases scale of issue is not strictly followed.

SECRETARY, 17/6/40
PRESS COMMITTEE.

HR.

24)

Statement showing the details of Registers etc., available in stock in excess of annual requirements in the office of the Deputy Director of Public Instruction, Mysore Division, Mysore.

Form No.	Name of the form.	Number available.	Number required for 1940-41.	Surplus promised to be returned.
X.	Record Issue Register.	4	1	3
107.	Day book of receipt etc.	10	10	-
127.	Register of Increments.	5	2	3
123.	Office Attendence Register	4	1	3
86	Progress Card	250	-	250
130	History of Schools and Offices.	3	2	1
41.	Pass Book	39	-	39
7/40	Ledgers	35	2	33
4	Nomination Register	25	4	21
5	Subscription Register	49	4	45
	High School Inspection book	150	75	75
116	Grant-in-aid bill Register.	4	2	2
122	Administration Register	5	1	4
112	Account of Income and expenditure	65		65

SECRETARY, 1/7
PRESS COMMITTEE.

HR.

1125)

Forms, Registers, etc. available in excess over one year's requirements in the office of the District Educational Officer, Chitaldrug.

	Stock.	Required for one year.	Excess.
Pay Bill of Elementary Schools	7,000	2,000	5,000
112 Account of Incometax and Expenditure of Sports.	63	33	30
198 School fee Remittance Register.	-	-	16
A.S. P.F. No.3.	-	-	2
do No.6.	-	-	5
do No.4.	-	-	1
197 Register of Collection and - arrears of school fee.	-	-	37
38 Register of Nomination.	-	-	1
102 Cash account books.	-	-	5
190 Register of deputations.	-	-	1
34 Consolidated annual returns of Schools, etc.	-	-	33
116 Audit Register of grant-in-aid	-	-	4
140 Library Accession Register	-	-	40
170 Register of fee for Reading room and Library.	-	-	36
127 Register of Increments sanctioned.	-	-	3
139 Classified Catalogue of books of Library.	-	-	17
171 Register of fee collection for Sports	-	-	14

Secretary 1/7/40

20)

Statement of Registers, forms etc. available in excess of annual requirements in the Office of the District Educational Officer, Chickamagalur.

		Excess over annual requirements.	
170	Fee Collection made for Reading Room Library.	12	
262	Old P.A. Register of A.V. School.	16	
Genl.X.	Disposal Docket form.	7500	
32	Returns of Schools and Scholarships	400	
125	Transfer certificate books.	100	
115	Register of building grants sanctioned	65	
138	Fee Collection Register.	50	
140	Library accession Register.	46	
112	Account of Income and Expenditure relating to Sports.	55	
199	Registers of collections and arrears do	6	
198	School feee Remittance Register (High School)	15	
119	Audit Register of Scholarships	3	
170	Register of fee collections made for Reading Rooms and Library.	87	(High School)
107	Day book of hostels and schools	10	
	A.S. P.F. No. 5.	4	
	do No. 6.	4	
	do No. 5/39	26	
	do No. 40.	6	
131	Register of Public servants retired	2	
116	Audit Register of grant-in-aid.	2	
202	Register of valuable document.	2	
139	Classified Catalogue of books in the Library.	10	
197	Register of collection and arrears of school fee (High School)	4	
156	Old Medical Inspection Cards for boys.	1000	
124	Attendence and Fee Registers for Primary Schools.	549	
31	Distribution of students & community	100	

Secretary 5/1/40

Statement showing the details of Registers etc., available in stock in the office of the District Educational Officer, Mysore ~~Division~~ District, Mysore.

--

Form Number.	Name of the form.	Number available..	Number required for 1940-41.	Surplus promised to be returned.
125	Transfer certificate.	337	100	237
116	Grant in aid bill register	7	4	3
129	History of Service of Teachers.	19	8	11
56	Middle School Inspection Report.	500	200	300
170	Fee collection of Reading Room and Library.	99	49	50
198	School fee remittance book.	28	-	28
119	Scholarship Register.	11	6	6
197	Abstract of arrears of fee Collection register (High Schools)	63	-	63
50/40	Personal ledger A.S.P.F.	103	15	88
105	Register of Endowment	4	2	2
109	Imprest Cash book.	17	2	15
137	Collection of Hostel fee	4	2	2
148	Stock book of manufactured articles.	2	-	2
	Gazetted Officers transfer book.	8	3	5
161	Material issue book	2	-	2
130	History of School or Office.	4	1.	3
107	Day book of receipts and issues.	19	2	17
153	Furniture Report book	351	150	201
115	Register of Buildings	11	3	8
2.	Agricultural Register of Cultivation.	18	10	8
11(b)	Agricultural Monthly Progress book.	36	12	24
18	Acquittance Roll	300	200	100
34	Return of School & Scholars	33	15	18
122	Admission Register.	300	200	100
191	Work done Register.	500	300	200
192	Meritorious Service Register	5	2	3
131	Register of Public Grants	5	3	2
86	Progress cards	14,000	10,000	4,000
174	Medical absentee card	50	-	50
175	" Inspection card	75	-	75
156 (c)	Medical Inspector of Scholar.	100	-	100
156 (d)	Medical Inspection card for girls.	200	-	200
156	Medical Inspection card for boys.	250	-	250
187	Abstract of Receipts and Expenditure	7	-	7
123	Office Attendance Register	37	12	25
199	Abstract Register of arrears	31	-	31
A.S.C.F.	No.4. Register of Nomination	56	6	50
do	No.5. Register of Subscribers	48	6	42
do	No.4 Edn.No.41. Pass book.	210	50	160
124.	Attendance Register.	1400	1100	300
87.	Sannad to Committee Member	300	100	200
68	Annual Statement	100	-	100
23	Refund of Revenue	100	-	100
1	Proposal Form (Insurance)	600	300	300
13	Pay bill form	4000	2000	2000
54	Diary of School Board Officer.	200	100	100
65	Diary of Inspection - old.	500	-	500
77	Hostel grant forms.	100	25	75
50	Bill form for Primary school. etc.	5000	3000	2000

25)

109(b)	Pension Payment, form.	200	100	100
78	Return of transfer etd. of officers.	200	100	100
77	Return of Permanent and Temporary appointment.	300	200	100
45	Monthly Account Form.	900	600	300
66	Statement of the conditions of schools (old)	300	100	200
76	Statement of leave	600	300	300
33	Return of Schools and Scholars.	400	150	250
96	Annual Return	1000	700	300
95.	Schedule of Establishment	1500	900	600
9	Annual Return form	150	75	75
11.	do	100	50	50
12	do	150	100	50
16 A.	do	100	50	50
23	do	150	75	75
24	do	100	25	75
34 (b)	do	75	50	25
34 (a)	do	100	50	50
26 (d)	do	100	50	50
26 (c)	do	100	50	50
26 (b)	do	200	100	100
26 (a)	do	200	100	100
31 (a)	do	400	100	300
156 (a)	Medical Inspection cards	150	50	100
53	Tour programme forms.	300	50	250
72.	Annual Statement of Primary Schools.	100	50	50

SECRETARY, 1/7/40
PRESS COMMITTEE.

HR.

PS)

24)

No.B3.329-3 /40-41. Office of the Deputy Director of Public Instruction, Mysore.

Enc. Dated 27-7-1940.

From

PKS

The Deputy Director of Public Instruction,
Mysore.

B.Krishnaswamy Chetty, Esq., B.E., A.R.P.S., M.A.S.M.E.,
Superintendent, Government Printing and Secretary,
Press Committee,
Bangalore.

Sir,

With reference to your letter No.P.69 dated 3-7-1940, forwarding for my information a copy of letter No.P.64 of even date addressed to the Secretary to the Government of Mysore, Development Department, Bangalore, regarding the irregularities noticed during your inspection of accounts and stock of forms, registers and stationery articles maintained in this Office, I have the honour to state that the forms and registers of this Office have been sorted out and a register of stock and issue of the same has been opened.

As regards the surplus forms and registers, I wish to inform you that the surplus stock said to have been in existence in the Office is necessary, since schools and offices subordinate to this office often ask for forms and registers when their own stock is exhausted and the Press does not supply in time.

Regarding the registers of stock and issue of stationery, I may inform you that account of issues and receipts of stationery has been maintained in this Office in the prescribed register. It would have been produced if called for.

I have the honour to be,
Sir,
Your most obedient servant,
SD/- K.N.KINI.
Deputy Director.

V.A.R.

P.T.O.

625 381

Part B 7-40-10

Copy of the foregoing is forwarded with compliments to the Secretary to the Government of Mysore, Development Department, Bangalore, for kind perusal.

Deputy Director.

27/7

29/7

Subd with previous refers on the Subject. It has been ordered therein that the views of the Press Committee in the matter may be awaited.

31/7

31/7

No. P. 70

Encls. 5 Sheets.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated 1st July 1940.

SECY. DEV. DEPT. 4 JUL 1940 GOVT OF MYSORE
GEN. & REV. SECTT. 5 JULY 1940 AGRI. & FOREST BRANCH.

FROM

B. KRISHNASWAMY-CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, &
Secretary, Press Committee, BANGALORE.

To

The Secretary to the Government of Mysore,
Development Department, BANGALORE.

SIR,

I have the honour to submit herewith for information of Government, a brief note regarding irregularities noticed in the accounts and Stock of Stationery, forms and Registers during my inspection of offices of the District Superintendent of Police, Chitaldrug and Mysore on 22nd and 23rd May 1940 and on the 16th June 1940 respectively, with the Special Duty Superintendent. Stationery articles and Registers and forms are not supplied to these offices directly from the Press but they are supplied by the Inspector General of Police. Lists showing the large number of Registers, forms, available in each office in excess over annual requirements are submitted herewith for information. There would have been savings under printing and cost of paper if these ~~were~~ had been returned to head office in time.

The question will be placed before the Press Committee and their decision will be submitted for orders of Government.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY, 1/7/40.
PRESS COMMITTEE.

SECY. DEV. DEPT. 16. JUL 1940 GOVT OF MYSORE

The matter may kindly be brought to the notice of the S.P. and the supplies got back from those offices. In order as to whether this may be done or not we may await the recommendation of the Press Committee

16/7

Dev't Dept 16/7

GEN. & REV. SECTT. 2 JULY 1940 FOREST BRANCH.

Secy A 26/7

32)

Statement showing the irregularities noticed during the inspection of accounts, Forms, Registers and Stationery articles in the office of the District Superintendent of Police, Chitaldrug and Mysore.

A. Forms and Registers:

(1) No regular receipt and issue books are maintained as required by rules.

(2) Registers, forms, etc. available in stock far in excess of annual requirements have not been verified and excess number returned to the Inspector General of Police, to avoid cost of printing.

(3) Acknowledgements have not been taken reguarly from the parties who received the supply.

(4) In Chitaldrug District the forms and Registers are not arranged properly.

(5) Though the indent sent by the District Superintendent of Police, Chitaldrug, to the Office of the Inspector General of Police for annual supply indicate large number of Registers and forms far in excess of the annual requirements, no action appears to have been taken by the supplying office to get back the surplus to avoid cost of printing. Further, the requisition sent by the District Superintendent of Police, Chitaldrug contains information the number of Registers forms etc. used during the last 2 years as guide to regulate the supply.

(6) Arrangements could have been made by the District Superintendent of Police, Mysore, to return excess forms to the Central Office.

(7) Lists showing details of Registers forms, etc., available in excess of annual requirements are enclosed.

B. Stationery:

(1) No indication to prove the stock of stationery articles having been checked actually.

(2) Book balances of stationery articles do not agree with actual stock in Chitaldrug. Vide statement enclosed-

(3) Entries made in the Issue Register and Stock Register do not agree in Chitaldrug District.

		Issued.	Shown in a/c.
Dec. 1939.	Badami Demy	1- 8-0	1-13-8
	Pencil Carbon	0- 0-11	0- 0-9
	Draft F.C	0- 1- 6	0- 1-17
	Blotting Paper	0-12- 0	0-13-0

etc. etc.

(4) Sufficient care appears to have not been taken either in respect of Keeping accounts or checking and verifying stock balance periodically.

SECRETARY,
PRESS COMMITTEE.
1/7/40

HR.

Statement showing the forms, Registers, etc. available in excess of annual requirements and ~~stated~~ to be returned ~~back~~ to the office of the Inspector General of Police, Bangalore, from whose office they were supplied. (Chikmagalur)

Verification Roll (114)	80	
Roll of undersized for enlistment. (2)	66	
Enlistment Register (3)	6	
Jamedar Samnad Form: ~~4-A-List-of-constables fit-for-promotion.~~	300	
4 A. List of Constables fit for promotion.	4	
Confidential Report of S.I. and Jamadar	96	
Confidential Report 10.	18	
D.S.P. & A.S.P. Diary.	766	
do old	2	Registers.
Inspection ~~of~~ Village ~~Register~~ Roll	13	
Target Practice Register.	20	
Reward Roll	700	
Punishment Roll	700	
Report of Charge of Transfer	15	
Summons to witness	3000	
Memo of Diaries	100	
Mahazar Report of Property Seized	81	
Report of Investigation	1000	
Orders to Subordinate Police of Arrest.	700	
Prisoners Search Register	20	
Search List (39)	76	
Charge sheet (40)	25	
43 C. Sheet.	30	
Report of Pending cases	200	
Crime ~~Sheet~~ Card.	1600	
Out of view card.	800	
List ~~of Absconding~~ Prisoners absconding Warrants	400	
56 Notice to owners	16	
Quarterly Abstract	100	
List of unexecuted warrants	300	
68 Duty Roster	50	
Petty case Register	10	
75 New 66 old	16	
76 -	27	
78 - 1	24	
66 Arms Register	14	
Station House Crime History Sheet I	23	
do II	449	
do III	650	
do IV	500	
83. -	51	
Finger Print Register.	26	
List of P R.S. Convicts.	225	
Confiscated under Sec.565 of C?P?C.	80	
36 Gang Intelligence Report	85	
Fingers Print Slip	22	
Nominal Roll for average members	100	
Report to the Finger Print Bureau	200	
Certificate of Arrest of deserter	75	
Sample Signature book	58	
Report of Losses of Thefts of revolvers	169	
Report of recovery of illicit revolvers	225	
Order of Punishment Roll	6	
Report of cases delat with by prosecuting Inspectors	15	
Long Roll book	1	
Remand Register	37	
Check Register of S.H. diaries	4	
do General "	3	
Ledger I	4	
" 2.	2	
" 3.	6	
Ledger of Henous crimes	2	
Statement of Return of Crime P.II	68	
Statement B part I	71	

17

34)

Statement B Part II.	142
Bardward Extracts.	2000
A Indent Register forms	14
B do	52
C do	66
Motor Chellan	20
Application for driving Motor Vehicles	360
Temporary Form 2.	700
Motor C Permits	44
Gambling Warrant	104
Attendance Register	2
Furniture Register	9
Library Register	6

SECRETARY,
PRESS COMMITTEE.

HR.

35)

Statement showing the details of forms and registers, etc. available in excess over one year's requirement in the office of the District Superintendent of Police, Mysore Dvision, Mysore.

Form Number.	Name of the form.	Number available.	Number required for 1940-41	Surplus promised to be returned.
2	Roll forms.	200	50	150
3	Enlistment register	6	3	3
5	Sannad for Jamedar	594	100	494
7	List of Constables	3	2	1
16	Village Roster	32	16	16
20	Post cards for prosecuting Inspectors.	133	33	100
23	Target practice Registers	35	15	20
26	Punishment Roll	550	150	400
28	Report of Transfer of Charge	60	30	30
34	Memo remarks on diaries	98	48	50
44	Search list sheet	203	103	100
45	Charge sheet	42	21	21
46	"B" Sheet	58	29	29
47	"C" Sheet	40	20	20
50	Report of pending cases	942	542	400
53	List of absconding warrant	247	127	120
55	Pass port men quitting the stations	22	6	16
56	Notice to owners etc.	38	18	20
66	Duty Roster in Town stations	112	62	50
68	Roster of Villages	69	40	29
74	Fine warrant register	54	29	25
76	Register of arms deposited	11	6	5
77	Mutiny extract etc.	58	28	30
88	List of P.R.S. convicts	990	490	500
86	Finger print register	46	16	30
89	Chellan accompanying etc.	401	201	200
93	Foreigner Roll	89	19	70
105	Sample signature book	73	23	50
109	Report of losses of thefts etc. of Revolvers.	280	80	200
110.	Report of Recovery —do—	390	90	300
	Check Register of return case	4	-	4
	Arms & Ammunitions register	7	3	4
	D.C.bill not payable	221	50	171
	Cash Remittance book	11	3	8
	Old Arms Register	6	-	6
	Check Register of T.A. bills	4	1	3

SECRETARY,
PRESS COMMITTEE.

HR.

Statement showing differences noticed between the book balance and actual stock of the stationery articles during inspection of the office of the Superintendent of Police, Chitaldrug.

Name of article.	Book Balance.	Annual stock.	Excess + Short -
1. M.M. Paper	1- 5- 0	1- 3-12	- 0- 1-12
2. T.W. Thin	0- 5-22	0- 8- 0	+ 0- 2- 2
3. D.O. Covers No.	25	49	+ 24
4. White Tape skin No.	4	5	+ 1

1) Form issue books. No entry in the Stock book. There are ten Registers in Stock. The number required for a year is two. Eight may be returned to the Superintendent, Government Press.

Sembay

No. P. 191

End-2

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated 3rd July ..... 1940.

15 JUL 1940 GOVT. OF MYSORE

GEN. & REV. SECTT. 16 JULY 1940 FOREST BRANCH.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING &
Secretary, Press Committee, BANGALORE.

To

The Secretary to the Government of Mysore,
Development Department, BANGALORE.

SIR,

I have the honour to submit for information of Government brief notes on the irregularities noticed during my inspection of the accounts and stock of Stationery articles, forms and Registers, kept in the offices of the District Medical and Sanitary Officer, Chitaldrug, on 23rd May 1940. Forms, etc. are not supplied to these offices directly from the Government Press but they are supplied through the Medical Stores. No regular stock account or issue books ~~are~~ maintained and the actual stock verified at any time. A list showing the details of differences between the book balance and actual stock of stationery articles is enclosed for information.

The matter will be placed before the Press Committee for consideration and their views will be submitted to Government for orders.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY, 9/7/40
PRESS COMMITTEE.

SECY. DEV. DEPT. 24 JUL 1940 HR. GOVT. OF MYSORE

The matter may kindly be brought to the notice of the Sr. Surgeon with a view to obtain the explanation of the persons concerned

GEN. & REV. SECTT. 29 JULY 1940 FOREST BRANCH.

38)

Details of irregularities noticed in the accounts of Stationery, forms, and Register of District Medical and Sanitary Offices, Chitaldrug.

(a) Stationery articles.

1. No regular stock account is kept.
2. Stock is not verified at any time.
3. No separate issue book is kept and acknowledgements of the parties obtained.
4. Accounts maintained is not accurate and continuous.

(b) Forms and Registers:

1. No account is maintained.
2. The register kept does not show any opening and closing balances.
3. No separate issue Register is maintained.
4. There is no regularity and continuity in keeping the account.

SECRETARY,
PRESS COMMITTEE.

HR.

29

Details of differences between the Stock on hand and book balance of Stationery articles.

DISTRICT MEDICAL OFFICE.

Name	Stock on hand.	Book Balance.
Memorandum	0- 3- 8	Nil
Draft F.C.	0- 3- 4	0- 2- 0
Blotting Paper	0- 0-13	0- ½- 0
Brown Cartridge	0-13- 0	0-14- 0
Badami Demy	0-13-17	0- 8- 0
B.L. Pencil	No.2	Nil
Form Issue Book	1	"

DISTRICT SANITARY OFFICER.

Draft Foolscap	0- 12- 0	0- 9-20
Blotting Paper	0- 0-21	0- 0-17
Brown cartridge	0- 5- 0	0- 3-15
Badami Demy	0- 5- 0	0- 5-17
From Register	No.3	2
Nibs	No.86	82

SECRETARY, 9/7/40.
PRESS COMMITTEE.

HR.

No. P. 223

Enc. one.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated.....3rd..July.....1940.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

To

The Secretary to the Government of Mysore,
Development Department, BANGALORE.

SIR,

I have the honour to state that I have inspected the accounts of forms, Registers and Stationery articles ~~and the stock~~ kept in the Office of the Assistant Director of Agriculture, Chitaldrug, on the 24th May 1940, and the irregularities noticed are briefly stated below for information of Government.

Stationery articles.

(1) Though the office was newly opened from April 38 the accounts have been kept from September 1939.

(2) Acknowledgments from the parties have not been taken regularly and filed for reference.

(3) The actual stock balance of articles do not agree with the book balances.

(4) Packing materials are not auctioned and sale proceeds credited to the Treasury.

Forms and Registers:

Same remarks as noted against stationery articles 1, 2 and 4. A statement showing the Registers available in excess over annual requirements is enclosed for reference.

The question will be placed before the Press Committee and their views will be submitted for orders of Government.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY, 9/7/40
PRESS COMMITTEE.

The Dist. Agri. may kindly be informed of this with a view to obtain the explanation of the persons concerned.

HR. 24/7

Dev. Dept. 24/7

Secs A 27/7

A. Agri. 27/7

DEVY. DEPT. 15 JUL 1940 GOVT. OF MYSORE

GEN. & REV. SECTT. 1 JULY 1940 FOREST BRANCH.

DEVY. DEPT. 24 JUL 1940 ORE

GEN & R SECTT. 29 JULY 1940 FOREST BRANCH.

41)

OFFICE OF THE ASSISTANT DIRECTOR OF AGRICULTURE,
CHITALDRUG.

(1) Statement of differences of Stationery articles:

Name of articles.	On hand.	Book Balance.
T.W. Thick	0- 4-6	0- 4-0
T.W. Thin	0- 3-0	0- 0-12
F.C. Paper	1- 3-8	1- 5- 0
Draft F.C.	1- 3-18	1- 5-0
Blotting Paper	0- 0-10	0- 0-24
Badami Demy	0- 0- 9	0- 4- 0

(2) Statement showing the details of Registers etc. available in excess over annual requirements.

Names or No.	On hand.	Annual requirements.	Excess to be returned.
Cash book	19	6	13
General No. 26	6	0	6
" 25	11	4	7
" 14	11	1	10
" 20	9	5	4
" 17	2	0	2
" 31	2	1	1
" 12	9	6	3
" 18	2	1	1
" 24	10	5	5
" 13	8	6	2
" 32	2	0	2
Reappropriation statement	75	25	50

Orks 4/

SECRETARY,
PRESS COMMITTEE.

HR.

Irregularities noticed during the inspection (42) of the Suptdt. S.P. of the a/cs & stock of forms, registers and Stationery articles kept in the offices of the Pdt. Bd. of Chitaldrug and Pdt. Town Mg. Chickmagalur

Serial No.	
8	No. P 295 dt. 15/18.7.40.

From the Suptdt: of Stationery.

Reports certain irregularities noticed by the Suptdt: of Stationery during his inspection of the accounts and stock of forms, registers and Stationery articles kept in the offices of the President Dt. Bd. Chitaldrug and the President Town Municipality Chickmagalur in May 1940.

The Suptdt: of Stationery has enclosed lists of registers and forms available in excess in stock over annual requirements in the offices of the President, Dt. Board Chitaldrug and the President Town Municipality Chickmagalur when he inspected these offices in the month of May 1940.

Stationery is not supplied to local bodies from the Stationery Depôt as they are authorised to purchase them locally after calling for tenders as per G.O. dt. 15.11.20.

The Suptdt: state that if the Stationery articles are supplied from the Stationery Depôt and cost recovered from the local bodies, it is possible to effect some savings under this item of charge in each local body and that this question will be examined and and placed before the Press Committee & their views subd: to Govt: for orders.

In the meantime the matter may perhaps be referred to the Offrs. of Chitaldrug & Chickmagalur for information. The opinion of the Press Committee may perhaps be awaited.

7

Sec A 29/7

NOTE—Contd. Sheet.

N & A ... FOREST BRANCH.

26/7 29/7

No. P. 295

Encl. 3.

43)

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated 15th July *1940.*

P&S.

SECY. DEV. DEPT. 22 JUL 1940 GOVT. OF MYSORE

18

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, and
Secretary, Press Committee, BANGALORE.

281

To

GEN. & REV. SECTT. 22 JULY 1940 FOREST BRANCH.

The Secretary to Government,
Development Department, Bangalore.

P&S 4-40-8

SIR,

I have the honour to submit herewith for information of Government a brief note of irregularities noticed during my inspection of the accounts and stock of forms, registers and stationery articles, kept in the office of the President, District Board, Chitaldrug, and the President, Town Municipality, Chickmagalur in May 1940. Lists of Registers and forms available in excess in stock over annual requirements in these offices are enclosed for kind information.

Stationery articles are not supplied to local bodies from the Stationery Depot and they are authorised to purchase them locally after calling for tenders. I obtained a copy of the accepted tender for supply of stationery articles to Chitaldrug District Board Office and it is noticed therefrom that the rates accepted by the President for all the items of requirements are in excess nearly 20 to 30 per cent over the rates accepted by the Stationery Depot for similar kind of articles. If these articles are supplied from the Stationery Depot and cost recovered from the local body, it is possible to effect some savings under this item of charge in each local body. Besides the articles are supplied by the contractors as per existing practice is not of special water mark or of special brand intended to be used only in public offices. Generally the contractors are local men and as such there is large scope for misuse of stationery articles and waste of funds. Stationery articles are not issued to clerks according to the scale sanctioned for Government offices.

7

Form 9450-67 P&S 10-19-173 of 15-11-1940

The question of supply of stationery articles to local bodies directly from the Government Stationery Depot will be examined and placed before the Press Committee and their views will be submitted for orders of Government.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary,
Press Committee. 4/5/40

DRS.

45)

Brief note of irregularities noticed in the accounts of forms, registers and stationery articles kept in the offices of the President, District Board, Chitaldrug.

- - - -

A) Forms and registers:-

1. Registers, etc., supplied on 23-6-1939 are not taken into stock account.

2. The accounts are not maintained in the prescribed printed form. Registers required may be obtained from the Government Press.

3. The accounts are not checked and verified by the President or Vice-President except on 18-6-1938, 1-6-39 and 12-2-1940.

4. No entries in the accounts after 2-2-1940.

5. Packing materials are not auctioned and sale proceeds credited.

B) Stationery:-

1. Articles are purchased locally and paid for as per accepted tendered rates which are higher than the rates accepted by the Government Press.

2. Issues to clerks are made in excess of the scale sanctioned to Government offices.

3. Blotting pads and cotton tags are to be supplied only to Gazetted Officers as per scale. But they are supplied even to clerks. (Vide entries in Nov. 1939).

Secretary, 16/
Press Committee.

- - - - - -

Statement of forms, registers, etc., available in excess over one year's requirement in the office of the President, District Board, Chitaldrug.

- -- -

(1) Remittance book of fees collected from travellers bungalows and Musafer Khans. .. 40 books.

(2) T.B. Remittance books. .. .. 9 "

Secretary, 16/7
Press Committee.

DRS/15-7-40.

Brief note of irregularities noticed in the accounts of forms, registers and stationery articles kept in the office of the President, Town Municipality, Chickmagalur.

- - - - - -

A) Form and Registers.

1. Separate accounts for receipts issues and balance and for issues 4 forms etc are not maintained.

2. Stock balances have not been checked.

3. Acknowledgments have not been obtained from the parties to whom issues are made.

4 A.M. forms are got printed locally though they are required to be obtained from the Government Press at half the rates and bills are admitted in x local audit without Government sanction.

B) Stationery articles.

1. No regular accounts are maintained.
2. The scale is not adhered to in issuing articles.
3. Articles are purchased locally.

Secretary, 6/7/40
Press Committee.

DRS.

Forms, registers, etc., available in excess over the annual requirements in the office of the President, Town Municipal Council, Chickmagalur.

- - - - -

M.A.M.	Form 16	old printed 1930	= 30	books to be returned.
"	7	- do -	7	- do -
"	65	printed in 1917	= 7	- do -
"	16	- do -1916	= 1	- do -
"	60	- do- 1930	= 37*	- do -

* These were got printed in private press for the last 3 years.

M.A.M.	11	..	1 book
	10	..	10 "
	66	..	8 "
	62	..	5 "
	73	..	6 ""
	55	..	16 " "
	58	..	3 "
	48	..	7 "
	50	..	21 "
	72	..	2 "
	95	..	5 "
	68	..	9 "
	18	..	27 "
	16A	..	28 " (20 books were got printed locally)
	43	..	11 "
	56	..	33 "
	25	..	2 "
	89	..	2 "
	106	..	1 "
	59	..	3 "

N.B: M.A.M. No.30 - 25 books were got printed locally on 5-3-40 without Government sanction. These could have been obtained from the Government Press for half the cost.

Secretary, 47/40
Pol Press Committee.

DRS.

No. P. 300

Encls 3

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated.....15th July.....1940.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, and
Secretary, Press Committee, BANGALORE.

SECY. DEV. DEPT. 22 JUL. 1940 MYSORE

GEN. & REV. SECTT. 22 JULY 1940 AGRI. & FOREST BRANCH.

The Secretary to Government,
Development Department, Bangalore.

SIR,

I have the honour to submit for information of Government a brief note on the irregularities noticed in the accounts and stock of Stationery, forms and registers ~~duly~~ during my inspection of offices of the District Excise Officer, Chickamagalur and Mysore on 27-5-1940 and 14-6-1940, respectively. It is noticed that no system has been followed in the maintenance of accounts and its verification. A list of surplus forms, registers available in excess over annual requirements is enclosed. If these had been returned at the time of sending requisitions for further supply, cost of printing and paper could have been saved. These facts will also be placed before the Press Committee and their views will be submitted for orders of Government.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary,
Press Committee.

The Supdt. S.P. may perhaps be asked to get all the surplus forms & registers to the Stationery DRS. Depot. This fact may also be brought to the notice of the Excise Commissioner for enquiry into the matter.

SECY. DEV. DEPT. 22 JUL. 1940 GOVT. MYSORE

GEN. & REV. SECTT. 22 AUG. 1940 FOREST BRANCH.

Brief notes of irregularities noticed in the accounts and stock balance of stationery articles, forms and Registers of the District Excise Officer, Chickamagalur and Mysore.

A) Forms and Registers.

1. No separate stock account and issue books are maintained regularly.

2. Acknowledgments are not taken from the parties who receive the forms, etc.

3. Stock is not checked and arrangements are not made to return the surplus forms available in the office.

4. A list of surplus forms and Registers is enclosed.

B) Stationery articles:

1. No regular accounts are maintained.

2. The stock is not checked periodically and certified.

3. Accounts are maintained only from 1-7-39 in Kadur Dist and previous books of accounts were not produced.

4. Book balance does not agree with the actual stock on hand in the following cases:

	On hand.	Book Balance.	
Cartridge Paper	0-13-12	0-12- 0	Kadur Dist
Blotting Paper	0- 0-10	0- 0- 3	
Nibs.	No.24	No.60.	
Blue Ink Powder	3 Tins	One	

Two of this may kindly be returned to stationery depot.

5. Packing materials are not auctioned and sale proceeds credited to Treasury.

SECRETARY,
PRESS COMMITTEE.
5/7/40

HR.

S.R.

Statement showing the details of forms and registers available in stock in excess of annual requirements in the office of the District Excise Officer, Mysore District, Mysore.

--

Form Number.	Name of the form.	Number available.	Number Required.	Surplus to be returned.
10	Permit book	119	40	79
129	D.C.B. book	40	24	16
126	Ledger	11	8	3
133	Village War book	5	2	3
70	Tree taping License	10	4	6
72	License for the taping &c. etc. in Madras	1400	200	1200
73	Permit to export toddy	73	40	33
31	Statement of Remittance	400	50	350
78	Working of Toddy	12	8	4
185	License of denaturated spirit	21	6	15
109	Register of uniform	7	5	2
111 Fl.	Contingent Register 9	3	-	3
111 Fl.	do small	1	1	-
15	Sale Register	22	10	12
23	List of articles confisicated.	16	8	8
25	Bail bond	26	13	13
26	Security Bond	32	13	19
29	Warrent Register	12	6	6
60		13	8	5
63	Depot wastage	12	8	4
61		12	2	10
65	Stock of Liquer	11	5	6
69	Tree tapping license Register.	13	10	3
69	Tree tapping license forms	700	200	500
66	Application for tree taping	5800	3800	2000
71	Toddy license	4000	1000	3000
68	Register of disposal applications for tree taping.	10	5	5
12 Fl.	Gazetted Officers transfer of charge books	3	1	2
08 Fl.	Last Pay Certificate	7	4	3
39 Fl.	Incometax deduction statement booklet.	6	1	5

SECRETARY,
PRESS COMMITTEE.
5/7/60

HR.

5/

List of Surplus forms Registers, etc. available in excess over requirements in the office of the Deputy Commissioner, Excise Branch, Kadur.

No. 6 = 5 books.

No.72 = License for Tree Taping 50 forms.

74 = 1 book.

SECRETARY, 9/1/40
PRESS COMMITTEE.

HR.

No. P. 425

End.

DEVY. DEV. DEPT. * 30 JUL 1940 * GOVT. OF MYSORE

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated....22nd July.....*1940*

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
and Secretary to the Press Committee BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

GEN. & REV. SECTT. * 31 JULY 1940 * AGRI. & FOREST BRANCH.

SIR,

I have the honour to submit for information of Government brief notes on the irregularities noticed in the accounts and stock balances of the stationery, forms and registers, kept in the marginally noted offices during my inspection with the Special Duty Superintendent on the dates noted against each. It is noticed that proper care has not been taken to arrange and preserve the forms and registers in several offices. No accounts are maintained generally and stock balance checked and verified at any time. Accounts maintained in one or two cases are not correct and up-to-date. Surplus forms and registers available in excess over the annual requirements as per lists enclosed have not been verified and returned to the Press to avoid cost of printing, etc. Stationery articles were issued in excess of the sanctioned scale.

Chickmagalur.		
1. Munsiff's Court.	..	28-5-40
2. Dist. Magistrate's Court.	..	-do-
3. First Class Magistrate's Court.	..	27-5-40
Mysore.		
4. Dist. Judge's Court.	..	15-6-40
Additional Sub-Judge's Court.	..	17-6-40
6. Sub-Judge's Court.	..	16-6-40
7. First Munsiff's Court.	..	-do-
8. Second - do -	..	-do-
9. Dist. Magistrate's Court.	..	12-6-40
10. City Magistrate's Court.	..	17-6-40
11. Second Magistrate's Court.	..	-do-
12. Special First Class Magistrate's Court.	..	-do-

GEN. & REV. SECTT. * 26 AUG. 1940 * AGRI. & FOREST BRANCH.

These cases also will be brought to the notice of the Press Committee in their next meeting and their views will be submitted for orders of Government.

I have the honour to be,
Sir,
Your ~~most~~ obedient servant,

DRS.

Secretary, Press Committee

Brief note of irregularities noticed in the accounts and stock of forms, registers, etc., of several Civil and Criminal Courts:-

- - - - -

GENERAL:-

1. No regular accounts are maintained for stock and issues.

2. Acknowledgments are not taken from the parties.

3. Stock is not checked and verified at any time.

4. Surplus forms and registers available far in excess have not been verified and returned to the Government Press to avoid loss of furtherp printing.

5. Lists of surplus forms, registers, etc., available in each office are enclosed.

(1) Munsiff's Court, Chickmagalur.

Accounts are kept only from November 1939. Book balances do not agree with the stock on hand.

(2) District Magistrate's Court. Chickmagalur.

Account is kept only for the period from 15-6-38 to 15-9-39. The closing balance of the old register and the opening balance of the new register ~~attempted~~ proposed to be opened from 6-5-40 do not agree.

(3) First Class Magistrate's Court, Chickmagalur.

No account is maintained from 25-12-38 to 12-5-39. Monthly issues have not at all been posted to date and closing balances arrived. Hence it is not possible to check the stock.

(4) District Judge's Court, Mysore.

Acknowledgements are to be taken for each issue. Stock is not checked periodically and attested.

(5) Additional Sub-Judge's Court, Mysore.

Stock balances have to be checked and attested frequently. Unnecessary forms, registers to be returned to the Press. Forms and registers are to be arranged neatly and labelled.

Pokis

(6) Sub-Judge's Court, Mysore.

No accounts are maintained. Forms are not arranged and labelled. There are good lot of surplus forms which the office could have been returned to the Press. The condition in which these are kept is very bad. No pains appear to have been taken to sort them and have the regular accounts maintained.

(7) First Munsiff's Court, Mysore.

No correct accounts are maintained. Forms, registers are not sorted, labelled even though facilities are available. This portion of the work has been neglected and no pains appear to have been taken by the office to prevent loss. Stock is not verified and surplus available far in excess of annual requirements have not been returned to Press to avoid loss to Government.

(8) Second Munsiff's Court, Mysore.

Stock is not checked and verified at any time. Stock of surplus forms and registers have to be verified periodically and returned to the Press to avoid loss.

(9) District Magistrate, Mysore.

Only one register for stock and issues has been maintained. This is not seen by the officer every month and initialled. No accounts are kept prior to September 1939. Stock is not verified and surplus forms returned. Acknowledgments are not obtained from the parties. In Motor License branch no accounts of forms, registers, etc., maintained.

(10) City Magistrate's Court, Mysore.

No accounts of forms, registers, etc., are maintained. They are not sorted and labelled. They have been kept in disorder. No acknowledgments are taken from the parties. Stock is not checked. The condition of accounts is unsatisfactory.

(11) Second City Magistrate's Court, Mysore.

No stock and receipt account and receipt and issue books are maintained. Forms, registers, etc., mixed up and they have not been sorted and properly labelled. Acknowledgments were not taken from the parties. The condition in which they are kept is very unsatisfactory.

(12) Special First Class Magistrate's Court, Mysore.

No proper account of stock is kept and closing balance arrived at. Acknowledgments are not taken from the parties. ~~Stock ~~x~~ is not checked~~. They are not arranged and labelled. There is a big bundle of miscellaneous ~~and~~ old and new forms which have to be sorted and returned. ~~The stock is not checked at any time.~~

Secretary, 21/7.
Press Committee.

DRS/16-7-40.

Brief note of irregularities noticed in the accounts and stock of stationery articles of several Civil and Criminal Courts:-

- - - - -

GENERAL.

1. No regular accounts are maintained for stock and issues.

2. Acknowledgments have not been regularly obtained from the parties to whom the articles are issued.

3. The stock balances is not verified at any time and correctness of the balance tested and certified.

4. Book balances do not agree with the actual stock dn hand in many cases.

5. Packing materials have not been auctioned and sale proceeds credited to Treasury.

6. Stationery articles have been issued in many cases far in excess of the scale sanctioned.

(1) Munsiff's Court, Chickmagalur.

Accounts are kept only from October 1939. Draft foolscap paper issued during January 1940 works up to 3½ quires but only 3 quires have been shown.

The stock in the following cases do not agree with the book balance:-

	Stock on hand.	Book balance.
Draft foolscap paper ..	1- 0- 0	1- 3- 6
Cartridge paper ..	0- 3- 5	0- 2- 0
Pencil carbon. ..	0- 0-10	0- 0-12
Badami Foolscap paper..	1-13- 0	1-12-10
Nibs. ..	No.46	No.44

Thumb impression ink 15 cards and pads 8 found in excess may be returned to Stationery Depot, Bangalore.

(2) District Magistrate's Court, Chickmagalur.

No issues have been posted in the stock register of stationery from 3-10-1939. The accounts maintained are very unsatisfactory condition and are not susceptible of verification. The clerks are entitled to get stationery from the Deputy Commissioner's office as they attached to that office. Separate supply is unnecessary. Stationery articles are issued far in excess of the sanctioned scale. (Vide entries in February, March and April 1940) Black lead pencils have been issued from January to May 1940 at the rate of 2 each Clerk, each month. Three pencils have been issued in October 1939 to a clerk though the rules require that one pencil has to be issued to each clerk once in four months. Nibs, holders and blotting papers have been issued far in excessof the sanctioned scale. The condition of accounts is very deplorable and there is waste of stationery articles.

(3) First Class Magistrate's Court, Chickmagalur.

The accounts maintained are not ~~actuate~~ accurate. No acknowledgements ~~are~~ were taken from the parties who receive the articles. The stock of certain articles are ~~far~~ turn in excess of the requirements and they have been shown in the ~~statement~~ different and have to be returned to the Stationery Depot.

(4) District Judge's Court, Mysore.

Sanctioned scale of issues should be adhered to. Stock checked periodically and attested.

(5) Additional Sub-Judge's Court, Mysore.

No remarks.

(6) Sub-Judge's Court, Mysore.

No remarks.

(7) First Musiff's Court, Mysore.

Stock is not verified periodically and entriess in the stock register attested. Sanctioned scale of issue of articles has to be adhered to.

(8) Second Mansiff's Court, Mysore.

No remarks.

(9) District Magistrate's Court, Mysore.

Articles are issued in excess of the sanctioned scale. Stock is not checked at any time.

(10) City Magistrate's Court, Mysore.

Pencils have been issued far in excess of the scale and the cost of ~~them~~ have to be recovered. Other articles are also

also issued in excess of sanctioned scale. Stock is not checked at any time. No regular accounts are maintained.

(11) Second City Magistrate's Court, Mysore.

They are not issued as per sanctioned scale. The stock balance is not checked at any time. Packing materials are not auctioned and sale proceeds credited to Treasury.

(12) Special First Class Magistrate's Court, Mysore.

Stationery articles are issued far in excess of sanctioned scale. Led pencils have been issued every month though they have to be given once in four months. The cost of extra issue has to be recovered. The stock is not checked at any time.

Secretary,
Press Committee.

DRS/16-7-40.

Forms, registers, etc., available in excess of the annual requirements in the office of the Munsiff, Chickmagalur.

- - - - -

Form No.		Excess agreed to be returned.
Civil form No.	31 ..	3000 copies.
"	28 ..	1500 "
"	110 ..	800 "
"	111 ..	600 "
"	102 ..	1000 "
"	100 ..	3000 "
"	42 ..	3000 "
Civil registers.		
Civil Register	I. ..	3 books.
"	2A ..	3 "
"	3 ..	1 "
"	VI ..	3 "
"	VIII ..	4 "
"	IX ..	1 "
	XII ..	2 "
	XIII ..	1 "
	XIV ..	1 "
	XIX ..	3 "
	XXX .	1 "

Stationery articles.

Thumb Impression ink tins = 15

" pads = 8

Secretary,
Press Committee.

DRS.

Forms and registers available far in excess of over and above the annual requirements in the office of the District Magistrate, Chickmagalur.

- - - -

Criminal Nos.	78	..	800 copies.
	38	..	4000 "
	71K	..	800 "
	71E	..	1000 "
	84	..	100 "
	90	..	100 "
	35	..	All forms available.
	88	..	400 copies.
	38	..	250 "
	64K	..	300 "
	29K	..	100 "
	28	..	All forms.
Workmen compensation Form	L	..	300 "
for	48	..	500 "
	49	..	200 "
	52	..	200 "
	6K	..	5000 old.
	5K	..	5000
	81	..	1000
Cre. Reg. No.	IX	..	6 books.
	III	..	2 books
	VI	..	1 "
	X	..	2
	VII	..	25
	85	..	17
	73	..	25
Lock up form ..	VIII	..	5
	XII	..	8
	X	..	7
Arms Registration		.	
Registers Form No.	65	..	5
Lock up No.	I	..	2
	XIII	..	2
	VI	..	3
	XVI	..	4
Chellan books for		..	
Motor vehicles.		..	15
Cre. Register	XII	..	6
"	XIII	..	5
	XI	..	5
" form No.	79	..	100
"	3	..	4000
	76	..	1000
K. Memorandam workmen compensation form .		..	500
Cre. form No.		..	800
	77	..	4
	XV	..	5
	VIII	..	5
	68K	..	300
	23	..	300

Secretary,
Press Committee.

DRS.

Forms, registers, etc., available far in excess of the annual requirements in the office of the First Class Magistrate, Chickmagalur.

- - - - -

Cre. form No.	3	..	1000 copies.
	4	..	1500 "
	7E	..	400 "
	K	..	400 "
	5E	..	3000 "
	5K	..	4000 "
	8E	..	1000 "
	K	..	2000 "
	9E	..	200 "
	K	..	300 "
	10E	..	500 "
	11K	..	300 "
	12E	..	400 "
	64E	..	400 "
	15K	..	200 "
	18K	..	200 "
	36E	..	760 "
	23	..	1000 "
	" K	..	200 "
	81 E	..	500 "
Cre. Register	IX	..	3 registers.
	VII	..	2
Civil forms	102	..	1500
Class file	D	..	300
	C	..	600
	9	..	3000
	6	..	500
	10	..	1000
	81E	..	200
	81K	..	200
	101	..	100
Civil register	No.1	..	2 books
	II	..	2 "
	4	..	3
	4A	..	1
	5	..	1
	5A	..	1
	6	..	2
	8	..	2
	9	..	2
	10	..	1
	12	..	1
	14	..	1
	18	..	2
	19	..	2
	20	..	2
	21	..	2
	23	..	2
	24	..	2
	25	..	1
	26	..	2
	XXX	..	1
Civil Form No.	80	..	41
"	84	..	302
List of cases for hearing.		..	238
Application for a warrant under Act XXI of 1879 . (Extra adition act).		..	150
Reception order in case of dangerous lunatics.		..	28
Reception order on petition		..	24
Bond on making over a lunatic.		..	87
Form No.70 Civil.		..	133
Bond for discharge of a lunatic		..	94

Application for reception	..	104
Form No.64 civil.	..	104 K.
" 56	..	750 K
53 "	..	200 E
22 "	..	150 E

Stationery articles.

Machine made paper foolscap		7 reams.
T.W. Thick.	..	3 "
Thin.	..	1 "
Draft foolscap	..	10 "
Badami draft foolscap	..	4 "
"From"registers.	...	6
"To" registers.	..	6
Stationery Invoice	..	5
- do - Receipt	..	5
File	..	2
Ribbons.	..	Ten.

Secretary, 27/5/40
Press Committee.

DRS.

Statement showing the details of forms and registers, etc., available in stock in excess over annual requirements in the office of the District Judge, Mysore.

- - - -

Name of the form.	Number. available.	Number required.	Surplus sock to be returned.
Cr. III	4	1	3
Cr. V	5	3	2
Cr. VII	3	1	2
Cr. VIII	2	1	1
XII Cr. Hearing books.	6	3	3
VII Civil	3	1	2
VII(a) Civil	3	1	2
VII(b) Civil	3	1	2
XXX Civil	3	1	2
XXXI Civil	4	1	3
66 Civil	400	100	300
104 Civil	7	4	3

Secretary,
Press Committee. 27/7

DRS.

Statement showing the details of registers and forms, etc., available in stock in excess of the annual requirements in the office of the Additional Sub-Judge, Mysore.

Name of the form.	Number available.	Number required as per list.	Surplus stock to be returned.
Civil Registers and forms.			
No.I	2	1	1
III	4	1	3
IV	2	1	1
VIII	4	2	2
IX	5	2	3
XIII	2	1	1
XIV	3	2	1
XIX	3	2	1
XXII	2	1	1
XXV	5	3	2
XXXI	3	1	2
III	1	-	1
42 Kannada	4000	2400	1600
1 English	175	100	75
3 Kannada	525	300	225
7 English	100	--	100
4 English	600	300	300
23 K.	1000	400	600
9 K.	10000	5000	5000
29 K.	400	200	2 00
28K.	3000	2000	1000
55K.	800	500	300
34 K.	1000	500	500
32 E.	1100	400	700
38 K.	350	150	200
40 K.	250	75	150
108 Class II file "D"	8000	3000	5000
100 (E)	2000	500	1500
62 K.	400	150	250
61 K.	250	150	100
104 A.	10	4	6

Secretary,
Press Committee. 27/7/44.

DRS.

Statement showing the details of forms and registers, etc., available in stock in excess of the annual requirements in the office of the Sub-Judge, Mysore.

Name of the forms.	Number available.	Number required.	Surplus stock to be returned.
Civil No.I Register of regular lists.	3	1	2
No.III Register of Miscellaneous cases.	7	3	4
IV Register of Regular appeals.	3	3	-
IV A. Register of regular appeals, disposed off.	3	1	2
V Register of Miscellaneous appeals.	4	1	3
V A. Register of Miscellaneous appeals disposed of.	3	1	2
VI A. Register of execution applications disposed of.	7	1	6
VII Register of insolvency applications.	5	2	3
VII A Register of Insolvency applications disposed of.	3	1	2
VII (b) Register of proceedings, etc.	3	1	2
VII (c) Dividend register.	3	1	2
IX Register of Deposits and Repayments.	4	-	4
XIII Registers of duties and penalties.	4	1	3
XIV Register of Process fee receipts.	4	2	2
XVIII Diary register.	6	3	3
XIX Copy application register.	3	-	3
XXI Register of applications for return of documents.	2	2	-
XXVI Register of applications for return of documents.	7	3	4
XXX Register showing transfer of land due to court sale.	4	1	3
XXXI Register showing the dates of disposal.	4	1	3
VII (A) Old.	1	-	1
13 old Cre.	2	-	2
VII C old Cre.	1	-	1
III A. old Cr.	1	-	1
3 Hearing book.	3	2	1
III Register of Miscellaneous business,Cr.	4	1	3
77 Intimation to Jail of recovery of fine. Cr.	7	1	6
XIII Dairy register, Cr.	2	-	2
104 A. Record return book, Civil	10	5	5
103 old, Receipt book J.D. (Civil)	11	-	11
Financial, Lasy pay certificates.	14	1	13
73 Receipt for payment of fine, Cr.	19	-	19
No.47 Order of appellate Court conforming sentence,Cr.	200	50	150
71 Calendar of persons tried. Cr.	200	50	150
28 old, Charge sheet, Cr.	500	--	500

20 old, warrant of commitment, Cr.	1000	--	1000
F. I.R. reprint Criminal form (old).	1	--	1
30 old warrant form.	300	--	300
2 List of cases for hearing.	100	--	100
5 Summons to accused (old).	150	--	150
8 Bond and bail bond after arrest.	150	--	150
9. Proclamation of persons absconding.	1000	--	1000
29 Charge sheet.	1000	--	1000
6 Summons to witness	100	--	100
37 Adjournmentand remand.	150	--	150
39 Examination of accused persons.	1300	--	1300
38 Deposition sheet.	300	--	300
83 Plea for defence.	300	--	300
91 Notice to take back bonds, etc.	300	--	300
75 Order sheet.	500	--	500
79 Warrent form.	200	--	200
80 Calendar form.	1000	--	1000
76 Order sheet.	100	--	100
31 Arrest warrant.	3000	1000	2000

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers, etc., available in stock in the office of the First Munsiff, Mysore, in excess of annual requirements.

Form Number.	Name of the form.	Number available.	Number required.	Surplus stock to be returned.
Civil Register III	Register of Miscellaneous cases.	4	1	3
'G'	Najarath Register.	5	1	4
'F'	- do -	3	1	2
Civil Registers-	Register of Records.	2	1	1
No.24	Register of records in suits Miscellaneous cases.	12	4	8
" 29	Register of commission issued.	1	1	-
III A.	Register of Miscellaneous cases disposed of.	3	1	2
XVII	Contingent register.	5	1	4
II A.	Register of small causes suits disposedof.	1	-	1
X	Ledger book.	4	2	2
IX	Register of deposits and repayments.	4	1	3
VI A	Register of execution.	3	1	2
31	Register showing the dates of dispasal.	4	1	3
8	Cash book.	4	2	2
66 C.	old record requisition.	6	-	6
108	Last Pay certificate.	11	1	10
103 A	Receipt of sale money.	15	3	12
104 A	Record Receipt register.	12	3	9
XXX	Register showing transfer of land due to Court sale.	4	1	3
28K.	Warrant of attachment.	1,800	2,000	11,000
1 E	Summons for disposal of suits.	2,500	400	2,100
23 K.	Notice to show cause, etc.	500	100	400
58	Temporary injuction.	600	60	540
120K	Summons in summons suit on negotiable instrument.	5,000	100	4,900
49 K	Order for delivery, etc.	900	200	700
113	Plus and minus memos.	400	24	376
61 K	Security bond form.	500	50	450
52 K	Warrant of arrest before Judgement.	500	20	480
31 K.	Warrant of arrest in execution.	8000	2500	5500
30 K.	Notice to show cause why warrant of arrest should not issue.	5000	400	4600
40	Notice to attaching creditor.	5000	30	4970
9 E/1E.	Summons to witness.	10500	800	9700
33 E	Order for the release of a person imprisioned, etc.	400	20	380
32 K.	Warrant of Commital of judgment debter to jail.	700	50	650
17 E.	Preleminery decree for sale.	450	250	200
7 E	Proceedings returning summons of another court.	4500	500	4000
4E.	Order for transmission of summons to another court.	2000	250	1750
3E	Summons for legal representative.	600	500	550
3K	Summons for legal representative, etc.	1500	350	1150
21 K.	Final decree for sale, etc.	2150	250	1900
4 E	Final decree for sale, etc.	400	50	350
29 K	Warrant to the Najir to give possession of lands.	3000	150	2850
39 K.	Prohibitary orders.	6000	750	5250
22 K	Decree against mortgage, etc.	1500	50	1460
27 E	Notice to show why attachment should not issue.	1700	20	1680
5 E	Order for transmission to serve summon.	250	20	230

Secretary, 29/7
Press Committee.

DRS.

Statement showing the details of registers and forms, etc., available in stock in excess of annual requirements in the office of the Second Munsiff, Mysore.

- - - - -

Name of the forms.	Number. Available.	Number required.	Surplus stock to be returned.
Civil Registers.			
No. I	4	2	2
3	3	1	2
IIIA	2	1	1
II A	1	-	1
Nazarath Register F.	3	1	2
IX	3	1	2
XX	4	3	1
111 Contingent register.	2	1	1
XVIII	6	3	3
XXXI	2	1	1
XIX	5	2	3
XII	3	1	2
XIV	4	2	2
XXV	2	1	1
104 A	9	2	7
104	3	2	1
103	3	2	1
Civil forms.			
9 Kan.	15000	6000	9000
7	1000	500	500
6 Eng.	400	100	300
15 K	3000	1000	2000
25 E.	700	200	500
24	150	50	100
31 K.	6000	2500	3500
49 K.	500	100	400
45	500	200	300
21 K.	2000	350	1650
28 K	5000	2000	3000
110	1400	1000	400
100	10000	3000	7000
58 K	500	120	380
101	2500	1500	1000
114	3000	700	2300
107/108	9500	5000	4500
108 Class I File C.	1000	700	300
108 " III "	3000	600	2400
108 " III " D.	3000	600	2400
8 E	200	--	200
72 K	800	--	800
15 A	1500	600	900
51 E	100	20	80
53 K	200	20	180
54 K	200	20	180
49 K.	200	100	100
121	800	400	400
80 K	200	150	50
109	1900	1500	400
61 K.	100	50	50

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in excess of annual requirements in the office of the Deputy Commissioner, Judicial Branch, Mysore District, Mysore.

- - - -

Form Number.	Name of the form.	Number Available.	Number required.	Surplus stock to be returned.
1. Form VI	Register of appeals.	2	-	2
2. Form VII		7	1	6
3. Village Munsiff.	Court stamp register.	2	-	2
4. Village Munsiff No.12.		2	-	2
5. Village Munsiff No.14		2	-	2
6. Village Munsiff No.13		2-	-	2
7. Register No.III.	Register of Miscellaneous cases.	4	1	3
8. Criminal form No.3.	Table of contents.	6000	-	6000
9. Criminal " 78	List of cocuments.	1200	200	1000
10. - do - 76	Order sheet.	1200	200	1000
11. - do - 1	Title page.	1000	200	800
12. Police form 75	General lisence register.	22	-	22

Secretary,
Press Committee.
22/7/40.

DRS.

70

Statement showing the details of forms and registers, avialable in stock in excess of annual requirement in the office of the City Magistrate, Mysore.

- - - - -

Name of the forms.	Number available.	Number required.	Surplus stock to be returned.
Criminal.			
71 E Calendar of persons tried. ..	2000	800	1200
28 E Charge sheet. ..	2000	600	1400
5 K. Summons to accused. ..	5000	3000	2000
86 E Certificate of attendance. ..	700	200	500
36 E Adjusnment and remind form. ..	1025	400	625
8 E Bond and bail bond after arrest. ..	1150	1000	150
14 E Warrant to bring up a witness. ..	750	50	700
14 K Warrant - do - do - ..	800	300	500
7 K Warrant of arrest. ..	1000	500	500
23 K. Recognisance to prosecute or give evidance. ..	2500	1500	1000
32 E Record in summary ~~app~~ able cases.	400	300	100
No.I. Title page. ..	3000	2500	500
69 E Order for prisoner required to answer charge. ..	75	50	25
58 K Warrant of attachment to enforce bond. ..	150	--	150
59 K Notice to breach of a bond. ..	550	100	450
44 E Order fixing time for appearance to appealant. ..	200	--	200
50 E Order of release by appellate court.	300	20	280
5 E Summons to accused. ..	2000	1000	1000
49 E Order of appellate court reversing sentance. ..	100	50	50
47 E Order of appellate Court confirming sentance. ..	250	50	200
48 E Order of appellate Court altering sentance. ..	200	50	150
VIII Register of unclimed property. ..	2	1	1
IX Register of Court fee realised. ..	2	1	1
XI Cash book. ..	1	1	1
XIV Hearing book. ..	2	1	1
XIII Diary book. ..	2	1	1
73 Receipt for payment of fine, etc. ..	4	2	2

Secretary, 27/7/40
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in excess of the annual requirements in the office of the Second City Magistrate, Mysore.

- - - -

Name of the form.	Number available	Number required.	Surplus stock to be returned.
Criminal.			
No.I E. Title page. ..	10000	6000	4000
36 E Adjurnment and remaind. ..	1000	400	600
32 E Record in ~~a~~ summary appealable cases. ..	~~400~~	~~300~~	~~100~~
~~Warrant after arrest.~~ ..	2000	1000	1000
7 E Warrant of arrest.	~~900~~ 900	~~500~~ 500	400
5 K. Summons to accused. ..	18000	10000	8000
81 K Notice to take back documents. ..	150	80	70
23 K Recognisance to prosecute to give evidence. ..	600	500	100
4 E Order of remand. ..	800	500	300
38 K. Examination of accused person ..	1050	400	650
79 E List of article., etc., ..	600	300	300
29 E Charge relating previous convictions.	650	300	350
42 E - do - - do - ..	800	600	200
58 K Warrant of attachment to enforce a bond.	300	40	260
1 A Register of Regular suits disposed of.	1	-	1
VIII Register of unclimed property. ..	3	2	1
XI Cash Book. ..	4	2	2
XIII Diary Register. ..	4	-	4
XIV Hearing book. ..	6	1	5
73 Receipt for payment. ..	8	3	5
XV Copy application register. ..	1	-	1

One big bundle of unsorted miscalleneous forms which have to be sorted and returned.

Secretary, 27/7/40
Press Committee.

DRS.

72

Statement showing the details of forms and registers, etc., available in stock for in excess of the annual requirement in the office of the Special First Class Magistrate, Mysore.

- - - - - -

Name of the form.	Number available.	Number required.	Surplus stock to be returned.
Criminal.			
VII Register of fines. ..	4	1	3
I Register of cases. ..	7	2	5
Last Pay certificate. ..	3	1	2
73 Receipt for payment. ..	12	2	10
5 K. Summons to accused. ..	5000	2000	3000
42 E. Warrant for levy of fine. ..	900	250	650
79 E. List of articles. ..	1100	500	600
3 E Table of ..	1750	1500	250
76 E Order sheet. ..	1500	500	1000
74 E Recording Plea and defence, etc.	800	500	300
28 E Charge sheet. ..	1500	300	1200
12 K Order attachment. ..	200	20	180
50 E Order of release ..	400	--	400
46 E Notice to Public Procecutor for appeal. ..	200	20	180
11 K Order of attachment to compel attendance of witness.7 ..	500	20	480

Secretary,
Press Committee.
17/7/40

Bangalore,
Dated 17th July 1940.

DRS.

No. P. 563
Encls. 22 Sheets

73

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated 1st August 194 0

FROM

2
A/c 509
6/8/40

P & S B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
Secretary, Press Committee, BANGALORE.

DEVELOPMENT DEPT. 6 AUG. 1940 GOVT. OF MYSORE

To

The Secretary to Government,
Development Department, Bangalore.

P & S 7-40-12

SIR,

I have the honour to submit for information of Government a brief note on the irregularities noticed during my inspection with the Superintendent on special duty, the accounts and stock balances of stationery articles, forms and registers maintained in the mar-

1.	Deputy Commissioner, Revenue Branch, Chitaldrug.	.. 22-5-40	) ginally
2.	- do - Chikmagalur.	.. 27-5-40	) noted
3.	- do - Mysore.	.. 10-6-40	)
4.	- do - Income tax branch, Mysore.	.. 12-6-40	) offices on
5.	- do - Lock ups, Mysore.	.. 12-6-40	)
6.	- do - Treasury Dept. Chitaldrug.	.. 23-5-40	) the dates
7.	- do - Chikmagalur.	.. 27-5-40	)
8.	- do - Mysore	.. 13-6-40	) noted
9.	Mysore Sub-Division Officer.	.. 14-6-40	)
10.	Land Acquisition office, K.R.S.Mysore.	.. 15-6-40	) against
11.	Amildar, Chitaldrug	.. 23-5-40	)
12.	-do- Chikmagalur.	.. 29-5-40	) each. It
13.	-do- Mysore.	.. 10-6-40	)

is noticed that no accounts of forms and registers are maintained generally and even if they are maintained in one or two offices they are far from satisfactory. The stock balance have not at all been verified at any time. Surplus forms, registers, etc., available have not been ascertained and arrangements made to return them to Government Press to avoid re-printing. The stationery articles are not issued in accordance with the sanctioned scale. I have placed these inspection notes along with the notes of other offices before the Press Committee and their views will be submitted to Government for orders separately.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary, 7/8/40
Press Committee.

Sub for perusal. The views of the Press Committee have since been received. Will be sent separately

2-9-40.

DRS.

Brief notes of irregularities noticed in the accounts and stock balance, of stationery articles kept in several offices detailed below:-

- - - - - - - - -

G E N E R A L.

1. No proper stock accounts and issue books are maintained.

2. Accounts are not checked and initialled every month in all the cases by the officer responsible.

3. No indication of having checked the stock on hand at any time.

4. Stationery articles are issued in excess of the sanctioned scale in some cases.

5. Book balances do not agree with the actual stock on hand in many cases.

6. Some of the articles found in excess and not required for the office are kept in stock and they are requested to be returned to the Stationery office.

Deputy Commissioner, Revenue Branch, Chickmagalur.

Articles have been issued far in excess of the sanctioned scale i.e., pencils, pen-holders, blotting paper, etc. Pencils have been issued from November 1939 to March 1940 each month though they were due once in four months. Issues are not posted correctly in to the stock book and balance arrived at. In many cases stock on hand do not agree with book balances.

Name.	Stock on hand.	Book balance.
Typewriting Thin paper.	0- 9- 15	1- 0- 0
Combined envelopes.	0-18- 8	0- 3- 16
Draft Foolscap paper.	10- 0- 0	9- 7- 0
Blotting paper.	0-12- 5	1- 17- 0
Brown Cartridge.	0- 8- 2	1- 8- 2
Badami Demy	2-10-3	2- 1- 12
Nibs.	No.1364	1460
Holders.	16	63

Deputy Commissioner, Revenue Branch, Chickmagalur.

Accounts are maintained only from 1-3-39. They are not regularly posted, checked and examined. Stock is not verified. Articles are issued far in excess of the sanctioned scale. Duplicate ink tubes 20 of cyclostyle machine to be returned to stationery depot. The actual stock does not agree with the book balance.

	On hand	Book balance.
C.W. Draft paper.	9- 2- 0	9- 1- 7
Blotting paper.	0-18-12	0- 8-10
Brown cartridge.	1- 4- 0	1- 3- 6
Dadamy demy.	1- 0-18	0-13- 8
Nibs.	No.1316	No.1319
holders.	27	26

Deputy Commissioner, Revenue Branch, Mysore.

Certain articles are issued in excess of the sanctioned scale i.e., nibs, blotting paper. The stock balance is not checked and certified. Packing materials are not auctioned and sale proceeds credited.

- Do - - do - Income Tax Branch.

No separate supply of stationery articles.

- do - - do - Lockup branch.

Accounts maintained from 15-12-38 to 5-1-40 and no accounts are kept afterwards. They are not checked. Stock is not verified. There are some articles in excess and they may be returned.

Thread reals 7, Candles 8, File Boards 2.

Deputy Commissioner, Treasury Department, Chitaldrug.

The stock is not verified at any time. Book balances do not agree with the actual stock on hand.

	Stock.	Book balance.
Candles.	26	29
Octo books.	13	4
Draft foolscap.	9 quires	7½ quires.

Deputy Commissioner, Treasury Department, Chikamagalur.

Though the accounts are maintained they have not been checked and certified by any officer. The stock balance is not checked and certified at any time. Packing materials were not auctioned. The book balances do not agree with the actual stock in the following cases.

	On hand.	Book balance.
T.W.Thick.	5-13- 0	0- 5- 18
" Thin.	0- 6- 0	0- 5- 20
Badamy foolscap.	1-10- 8	1-13- 6

Deputy Commissioner, Treasury Department, Mysore.

Facilities were not given to check either the stock balance or the accountsof stationery on the plea that the clerk in charge was absent on leave even though requested on two different dates

Sub-Division Officer, (Rev.) Mysore Sub-Division, Mysore.

Accounts are kept properly and initialled by the officer every month. Supply of nibs and blotting paper is in excess of sanctioned scale. Stock is not checked at any time. Packing materials are not auctioned.

Special Land Acquisition Officer, K.R.S., Mysore.

Accounts are maintained and initialled by the officer. No indication for having checked the stock on hand. Nibs and blotting paper have been issued in excess of the sanctioned scale.

Amildar, Chitaldrug.

Accounts are maintained and initialled by the officer every month. No indication for having checked the stock articles. The book balances do not tally with the stock on hand in the following cases.

	On hand.	Book balance.
Draft foolscap	14-19- 6	14-18-12
Brown cartridge.	1- 0-15	1- 0-14
Badamy demy.	0-17- 0	0-16-12

Amildar, Chickmagalur.

Issues are in excess of the scale. Packing materials are not auctioned and sale proceeds credited to Treasury. Stock balance appears to have not been checked at any time.

Amildar, Mysore Taluk.

No proper accouhts of separate stock and issue registers maintained The stock is not checked and verified at any time.

Secretary,
Press Committee.

DRS/19-7-40.

Brief notes of irregularities noticed in the accounts and stock balance of forms and registers kept in the following offices:-

- - - - -

G E N E R A L.

1. Generally no stock and issue books are maintained in the office.

2. Some of the offices have got registers of accounts, which have not been seen by any ~~xxx~~ officer at any time.

3. The stock of forms, registers, etc., have not been verified actually at any time.

4. The condition in which forms, registers, etc., are kept is very deplorable and no care appears to have been taken to prevent loss to Government.

5. There are good lot of surplus and old forms over the requirement of each office, which have not been returned to the Press to avoid further printing.

6. The head of offices are requested to return surplus forms and registers as per lists sent to them.

Deputy Commissioner's office, Revenue Branch, Chitaldrug.

~~Form~~ Bundles of forms, received from the Press about 7 months back have not been opened to date. The forms, registers, etc., have been mixed. They are not sorted and labelled. No posting of accounts from 26-12-39. They have been kept in very bad condition and no care appears to have been taken to prevent loss to Government. List of surplus forms and ~~not required~~ is enclosed.

Deputy Commissioner, Revenue Branch, Chikmagalur.

No regular stock account is maintained. A stock account and issue register maintained from 1-3-39 contain several omissions of receipts (Invoice No.3615, dated 19-6-39, etc.) Packing materials have not been auctioned and sale proceeds credited to accounts. Five bundles of forms, etc., received about a month back have not been opened and taken to stock. There are several forms current as well as old far in excess of annual requirements as per lists enclosed.

Deputy Commissioner, Revenue Branch Mysore.

Stock and issue registers are not correctly maintained and stock verified and certified at any time. There are several registers far in excess of requirements. These should have been returned to the Press. Old toll gate receipt books could have been sent to the Press and got them properly stamped to suit the present requirements. No regular stock accounts of these books are kept.

Deputy Commissioner, Income Tax Branch, Mysore.

No account is kept. The forms, registers, etc.,are not properly arranged and labelled. They have been heaped up in one of the cages of the ~~Amildar~~. Minister

- Do - - do - Lockup Branch.

No account is kept, Forms, registers, etc., are heaped ~~up~~ ~~the~~ kept in confused state. They have been sorted and surplus forms, etc., listed out. No trouble is taken to sort the forms and registers and keep them in good order.

- Do - - do - Treasury Department, Chitaldrug.

No account of forms and stock is kept. Stock cannot be verified. Registers are kept in racks and forms are heaped in a place. No further check could be ~~examined~~ for want of accounts. A list of surplus forms is enclosed.

Deputy Commissioner, Treasury Department, Chickmagalur.

Savings Bank Pass Book. It is noticed that there was a stock of 2604 books on 16-3-37 and 1494 books were received till now and the closing stock on the date of inspection was 3348 books, excluding 750 books received under indent No.2840, dated 29-4-40. Thus the consumption during the last 3 years in the whole District is 550 books against the stock balance of 4098. Such an extra-ordinary large stock is objectionable and have to be ~~got back~~. No proper accounts are kept prior to July 1939. Even in this no closing balance is arrived at at any time and stock checked and verified. No officer has seen these accounts. There ~~is~~ are good lots of surplus registers and old forms in stock as per list enclosed. Proper care has not been taken to ascertain periodically the surplus forms and registers and to return them to the Press to avoid cost of printing.

Deputy Commissioner, Treasury Department, Mysore.

Only one register for stock and issues is maintained and it has not been posted after 31-12-39 and balance is not available. Seperate voucher book maintained does not show the details of issues, etc. Accounts and stock balances have not been checked by any body at any time. There ~~are~~ very heavy stock of surplus forms, registers, etc., as per list enclosed.

Revenue Sub-Division Office, Mysore.

Forms, registers, etc., are heaped up, mixed together in an Almirah. There are good lots of old forms not required. No proper care appears to have been taken either to maintain accounts or to preserve them in good condition. A list of surplus forms are enclosed.

Special Land Acquisition Officer, K.R.S., Mysore.

No account of stock or items is kept. Forms, registers, etc., are heaped up, mixed together on a bench . No proper care is taken to sort them and keep them in good condition. Stock balance cannot be ascertained for want of accounts. A list of supplus forms is enclosed.

Amildar, Chitaldrug.

Very recently accounts of forms and registers are maintained in the Revenue Branch by the Record Keeper. No account is maintained in the Record of Rights, forms, registers sent under invoice No.46/3, dated 25-7-39 and No.1736, dated 1-3-40 have not been taken into account. There is very heavy stock of surplus forms and registers as per list enclosed. The officer has not taken pains to ascertain the stock and arrange to return the surplus balance to the Press to avoid cost of printing.

Amildar, Chikkmagalur.

The forms and registers are kept in a very bad condition. It is explained that for want of accommodation they could not kept in good condition. As they have not been sorted and properly arranged it was not possible to ascertain the surplus forms, etc. ~~without working for 2 or 3 days. Therefore the same could not be attended to.~~

Amildar, Mysore Taluk.

There is no regularity in keeping forms and registers. Each section keeps the forms and registers, etc., relating to it without maintaining proper accounts of stock and issues. The stock is kept in different places ~~when the concerned section is working.~~ Record of right forms are heaped up in one corner on a rack without any account. Care is not taken to check the stock and return the surplus forms. A list of surplus forms ascertained roughly is enclosed.

Secretary,
Press Committee.

DRS/19-7-40.

Forms and registers available in excess of annual requirements in the office of the Deputy Commissioner, Revenue Branch, Chitaldrug.

- - - - -

Revenue Inspector Receipt book in Eng.	..	40 books.
V.M. Stamp Register.	..	.. 15
" No.13.	..	.. 15
Rev. Chellan Form 76.	..	.. 2500 copies.
Muz. Mis.XIV.	..	.. 10 books.
Record Issue Register.	..	.. 4
V.P. 17.	..	.. 57
L.P.C.	..	.. 6
Free grant of banboo.	..	.. 8
V.P. Audit form.	..	.. 500 copies.
Rev. 187.	..	.. 500 "
Register of Remittances.	..	.. 10 books.
Acknowledgment cards.	..	.. 2500
Scale register of Muzrai.	..	.. 8 books.
Stamp registers of V.M.	..	.. 16 "

Secretary,
Press Committee.

DRS.

Forms, registers, etc., available in excess of the annual requirements in the office of the Deputy Commissioner, Revenue Branch Chickmagalur.

- - - - -

L.I.R. Chellan book (Rv.34)	..	8 books.
" " 73	..	1 "
Statement of free grant of banboo.	12	"
Register Darkhasts.	..	2 "
Register Remissions.	..	2 "
Misused stamp 14.	..	5 "
" 67.	..	12 "
R.Dis.1.	..	1 "
Register of appeals.	..	1 "
Index Register A & B.	..	7 "
Account Roll.	..	3 "
Adjudications.	..	2 "
Stock List Registers.	..	4 "
Register of suits.	..	5 "
" Mis. Case.	..	2 "
Loan for ~~Minor Registration of Taluks.~~	..	5 "
Record Keeper Circular.	..	11 "
" V.M.13	..	8 "
New case register.	..	5 "
list.	..	3 "
Abstract of Areas.	..	40
Rev. Chellan form.	..	2345
Notice forms.	..	1500
D.C.B. of R.R. A.B.C.	..	1000 each.
Coffee production staff.	..	2500
Chellan payment of cheques.	..	2 books.
Disposal Dockets.	..	1000
Refund of laped deposits.	..	250
Mortgage for H.B.	..	250
A.C. bill.	..	100
List of absentees.	..	200
Loan chellan	..	100

Form Number.	Particulars.	Printed in year.	Total number of forms.
Memorandum.	Memorandum.Darkhast.	1922	1000
Rev.2.	License for salt ~~mark~~ pans.	1926	127
	Statement showing names of officials completed the age of 55.	1897	55
	Inspection books (Taluk Office	1926	90
	Set of questions for the Village Munsiffs in the State.	1925	82
	Security bond III, form No.III.	1917 & 1922	120
	Security bond form No.IV.	1926	140
Fl.173	Refund of lapsed deposits	1927	148
	Confidential character book.	1922	80
Rev.59	Labour statement form.	1926	60
L.I.G.12.	Report of death of insured person.	1921	72
	Confidential report forms.	1921	40
	-D.C.B.under Toddy Trees.	1925	52
F.	Deposit of compensation for fatal accident.	1929	56
	Bill for work expenditure.	1929	160
R71	Pahani Tahkta.	1926	95
Re.23	Statement of collections on salt pans.	1926	32
	State Life Insurance form.	1920	81
"F"	Application for compensation by work	1929	110
	Inamdar muchalika.	1918	136
F 96	Contingent bill form.	1922	149

	Compensation award.	1922	95
S.P.F.1.	State provident fund.	1917	200
	Withdrawals.	1923	190
	Statement of Ancient Manument.	1929	48
	House building advance.	1921	130
F.207	House building mortgage bond.	Nil.	18
	Security bond form No.I.	1903	12
	" No.II.	1903	130
Fl.130.	Inspection book (District Treasury).	~~1926~~	18
	Famine statement.	1926	70
Fl.93	Inspection book (Taluk Treasury).	--	35
	Sub-Division office inspection book.	1917	40
	Stamp Depot inspection.	1923	34
	Refund bill forms consolidated.	1917	90
Fl.77.	Remittance book.	1917	16
	Pass book (Minor tanks).	--	25
Rev.34.	Demand under local and irrigation cess.	1923	15
Rev.68.	Boundry mark statement.	1924	32
	Statement unassessed waste lands.	.--	62
	Prices of food grains.	1929	120
Rev.54.	Statement showing the losses in cattle of various kinds.	1926	62
	Form of proclamation.	1936	620
Rev.30.	Revenue Return of Miscellaneous XIII.	1924	80
	Village Munsiff's court inspection forms.	1918	48
Fl.200	Revision of establishment.	1903	22
Fl.199	Reappropriation statement.	1903	52
	License to vend stamps.	1928	75
Fl.102	List of Vouchers sent to the Comptroller to audit.	1924	210
Re.67	Population(according to census)	1925	228
Sur.4.	Mysore Revenue Survey.	1921	400
	Coffee title deed form "B".	1914	52
	Absentee statement.	1925	72
	Rubber production.	1924	70.

Secretary,
Press Committee.

DRS.

Statement showing the details of registers, etc., available in stock in excess of the actual annual requirements in the office of the Deputy Commissioner, (Revenue Branch) Mysore District, Mysore.

- - - - - -

Name of the form.	Number available.	Number. required.	Surplus to be returned.
Form of advice of issue of land improvements and Takari loan.	5	2	3
Fl.56 G. Ledger Advance to V.C.	5	2	3
Rev.97. Register of appeal.	5	2	3
Form E. Record issue register.	5	2	3
V.P. audit note cheque book.	4	2	2
Register of Walding land acquisition.	13	6	7
Rev.114. D.C.B. register.	5	2	3
Rev.79. Register Darkat.	2	-	2
Periodical register.	7	3	4
Finl. 108. Last pay certificate.	10	4	6
Report of transfer of charge.	11	3	8
Co-operative Societies Register.	5	2	3
Rev.95. Register of suits.	4	2	2
Form No.VIII Abstract of Arrears.	88	38	50
Form No.III. New case register.	64	24	40
Rev.73. Remittance register.	6	3	3
No.11. Land Improvement register.	8	4	4
No.37. Register of stamp duty, etc.	8	4	4
Local Service Examination Association book blank.	149	-	149
Appendix J. No.7.	700	-	700
Japti patee.	50	-	50
Declaration order form.	500	-	500
Irsal Patte forms.	300	-	300
Application for non Gazetted.	400	200	200
Security bond form No.I.	75	45	30
Security bond form No.II.	100	50	50
- do - III	150	50	100
- do - IV	100	50	50
S.P.F. No.1. application form.	100	50	50
Form No.17. Absentee form.	400	200	200
(book of 100 pages)	635	-	635
book of 100 pages.	220	-	220
book of 100 pages.	227	-	227

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in the office of the Deputy Commissioner, Income Tax Branch, Mysore, in excess over annual requirements.

- - - -

Name of the form.	Number available.	Number required.	Surplus stock to be returned.
Confidential book big size.	45	15	30
- do - small size.	12	-	12
Receipt books (Eng.)	15	-	15
- do - (Kan.)	4	-	4
Receipt book.	2	-	2

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in the office of the Deputy Commissioner, Income Tax Branch, Mysore, in excess over annual requirements.

- - - -

Name of the form.	Number available.	Number required.	Surplus stock to be returned.
Confidential book big size.	45	15	30
- do - small size.	12	-	12
Receipt books (Eng.)	15	-	15
- do - (Kan.)	4	-	4
Receipt book.	2	-	2

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in the office of the Deputy Commissioner, in charge of Lock-ups, Mysore Division, Mysore, in excess of annual requirements.

- - - - -

Name of the form.		Number available	Number required.	Surplus stock to be returned.
Lock-up form 1.	..	-	-	2
- do - 9	..	-	-	2
" 13	..	3	-	2
" 11	..	-	-	3
" 3	..	-	-	2
" 4	..	-	-	4
" 12	..	-	-	4
" 6	..	-	-	2
" 94	..	-	-	1
" 5	..	-	-	2
" 7	..	-	-	4
" 17	..	100	50	50
" 16	..	100	50	50
Special forms.	..	200	50	150
G.L.F. 9	..	700	300	400
" 10	..	500	100	400
11	..	800	300	500
Jail form No.1	..	30	15	15
-do- 2	..	40	15	25
-do- 10	..	50	20	30
-do- 12	..	50	15	35
-do- 13	..	30	15	15
-do- 14	..	30	15	15
-do- 18	..	30	15	15
-do- 19	..	30	15	15
-do- 24	..	30	15	15

Stationery.

File books.	2	-	2
Reals.	7	-	7
Candles.	8	-	8

Secretary,
Press Committee.
2/8/40

DRS/20-7-40.

Forms, registers, etc., available in excess of the annual requirements in the District Treasury, Chitaldrug.

\- - - - -

Name and Number of the form.	Number of copies to be returned.
File 128 ..	9 books.
126 ..	5 "
196 ..	10 "
163 ..	4 "
162 ..	3 "
164 ..	16 "
158 ..	8 "
152 ..	9 "
61 ..	4 "
116 ..	10 "
159 ..	20 "
202 ..	5 "
C.S.B. pass books.	50 "
S.B. No.6 ..	8 "
100 S.B. Advices.	12 "
S.B. Transfer ..	3 "
147 ..	9 "
108 ..	6 "
173 ..	5 "
153 ..	4 "
Stamp 16 ..	4 "
Fil. 77A. ..	1 "
188 ..	6 "
145 ..	8 "
149 ..	34 "
78 ..	11 "
151 ..	5 "
69 ..	4 "
137 ..	16 "
Fil No.187 ..	9 "
144 ..	10 "
Security rule form 8..	8 "
Fil. 122 ..	500 copies.
171 ..	600 "
198 ..	4000 "

Secretary,
Press Committee.

DRS/20-7-40.

Forms, registers, etc., kpet in excess of the annual requirements in the District Treasury, Chickmagalur.

- - - - -

Name of the forms.	Number of copies to be returned.
Fil. 91	12
108	5
110	5
114	14
93	3
196	15
202	6
112	70
68	40
84	9
19A	2
77A	1
129	7
135	6
157	30
Postage stam Reg.	3
Court Fee.	2
General.	2
S.B. 6	9
90	25
101A	24
S.B.19	4
70	12
90	10
123	4
17	5
116	5
8B II	6
111	113
137	21
157	250
126	30
Stamps 10	5
174	3
14	6
4	12
162	3
14	5
151	12
163	12
159	25
149	6
16	12
S.B.4.	2000

Old forms.	Quantity.	No.
Invoice of coin despatched.	1 book	147
Sechedule of Income tax reductions made in the salary bill.	1 "	39
Statement of Income tax recovered ~~at the~~ by Govt. officers.	21 books.	
Reg. and currency notes and coins removed from and placed under	1 "	150
Plus and Minus memo of cheque sent to the Bank and realised.	1 "	
Monthly abstract return of receipt received and sold, etc.	1 "	St. 10
Classified ledger.	1 "	
Detailed bill of contingent charges.	33 sheets.	22 A
Statement of ~~informal~~ documents forwarded to the Deputy Commissioner.	120 sheets.	St. 10
Form of application for the Mysore Government 3 per cent loan 1956-61.	23 sheets	

		No.
Weekly report of ~~un~~-delivered bond of 3 per cent and weekly progress report.	9 + 3	
Statement and credits for the month.	65 sheets + 60	171
Bill for pensions chargeable to Treasury receipt.	100 sheets.	122
Treasury receipt for ~~per~~ promissory notes tendered.	30 sheets	
Application for conversion (Pr. Note).	40 "	
Refund bill on account of weights and measures returned to the treasury.	18 sheets.	192
Statement of fees, fines ~~and~~ etc. ~~retained~~ realised.	50 "	60
Indent for cash remittances.	120 "	184
Statement of stamp ~~remi~~ realisation.	200 "	St. 11
Statement of stamp realisation other than ~~vouc~~ of stamps.	140 sheets.	St.14
Statement of particulars of deductions made in the establishment pay.bill.	26 sheets.	
Memo bill of inspection of the records of the Court.	20 sheets.	13
Monthly abstract return of receipt stamps received and sold, etc.	180 sheets.	St.10.

Secretary,
~~AO~~ Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in excess of the annual requirements in the office of the Deputy Commissioner, Treasury Department, Mysore District, Mysore.

Name of the forms.	Number available.	Number required.	Surplus stock to be returned.
No.129 Personal deposit register.	9	4	5
61 Register of power of attorny.	6	2	4
196 Check register of insteres payment.	37	4	33
188 Register of daily sales of weights, and measures.	18	2	16
187 Stock register of weights and measures.	16	2	14
100 A/S.B.67 Advice of transefer of S.B.	15	5	10
156 Register of recoveries on account of Taluk maintances.	11	2	9
126 Register of pensioners.	5	2	3
162 Register of payment of pension by money order.	2	1	1
14 Register of Naminies.	5	2	3
137 Stock register of sale of Ganja, etc.	14	6	8
202 Trust Interest payment registers.	11	2	9
144 Register of uncurrent silver coin.	14	2	12
120 Register of pension payable at the Treasury.	19	7	12
174 Register of pad-locks.	28	3	25
152 Advice of remittance.	14	4	10
158 Register of undilivered pension by Money order.	3	1	2
12 S.B. Transfer.	11	5	6
11 S.B. Transfer.	5	2	3
164 ———	17	1	16
66 Advice of Remittances.	27	2	25
86 Register of payment against letter of credits.	4	1	3
149 Invoice of currency notes.	12	2	10
219 (old) Trust interst payment register.	2	-	2
20 F.D. Transfer.	8	2	6
17 Fixed Deposit subsidiary register.	24	6	18
14 Stamp refund register.	3	-	3
163 —	3	1	2
69 ———	2	1	2
6 S.B. Application for Nomination.	26	5	21
147 Invoice of coins despatched.	9	2	7
157 Advance registers.	50	10	40
206 (old) Receipt granted, etc.	19	-	19
207 Calendar of returns.	52	12	40
68 Repayment of deposit.	52	32	20.
13 S.B. Interst calculation statement form.	800	500	300
198 Interest payment form.	8000	4000	4000
69 Repayment of Revenue deposits.	6000	3000	3000
121 A. Gratuity form.	1500	500	1000
8 S.C.B. Receipt form.	800	--	800
No.1.C.S.B. Index form.	300	--	300
1 A.C.S.B. Index form.	200	--	200

No.5 C.S.B. Application form.	150	-	150
66 A. Receipt for pass books.	2000	500	1500
166 A. Index card for minor account	800	300	500
96 S.B. ..	500	200	300
5 S.B. Receipt for pass book.	800	300	500
Court fee stamp account forms.	250	100	150
General stamp.	100	100	-
6 Insurance.	200	500	150
62 Europe family remittances.	100	20	80Ø
125 Civil pensioners death.	100	-	100
S.P.F. declaration form.	100	50Ø	50
199 ——— ..	1500	200	1300
Memorandum of Income Tax.	600	200	400
23 Deposit form S.B.	200	100	100
14 Refund form stamp.	300	100	200

Secretary,
Press Committee.

DRS/21-7-40.

Statement showing the details of forms and registers available in stock in excess of the annual requirements in the office of the Revenue Sub-Division Officer, Mysore Sub-Divisions, Mysore.

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Form No.	Name of the form.	Number. available.	Number required.	Surplus stock to be returned.
	Forms issue register.	4	1	3
	Forms receipt register.	4	1	3
	Stationery issue register.	5	1	4
	Revenue Reg. No.73: Loan register.	4	1	3
	Revenue register No.99: Co-operative Decree register.	2	1	1
	Finl. No.111: Contingent Register (big).	2	-	2
	Finl. No.111: Contingent - do- (small).	1	1	-
	Revenue Reg. No.95: Register of Suits.	2	1	1
	Village Panchayet Audit forms (Eng.).	120	-	120
	Revenue form No.12: Endorsement form.	500	300	200
	Index slip books.	5	3	2
	Chellan books (old).	3	-	3
	Revenue form No.186: Revenue acknowledgement cards.	1000	-	1000
	Last pay certificate.	3	-	3
	Loan cheque books.	2	1	1
	Land Acquisition notification (Kan.) priliminary.	700	300	400
	Declaration statement under section 17 L.A.R..	600	--	600
	No.4 of K.R.S. Project, etc.	100	--	100
	Declaration form under section No.6	400	300	100
	Declaration under section 17, urgent acquisition.	200	--	200(old)
	Finl.No.98 Old Award.	100	-	100 "
	Disposal sheets.	600	200	400
	Criminal form 3 Table of contents.	2500	300	200
	Revenue Genl. No.6 Summon form.	500	--	500

Secretary, 2/9/40
Press Committee.

DRS.

Forms, registers, etc., available in excess over the annual requirements in ~~this~~ the office of the Special Land Acquisition Officer, L.R.S., Mysore.

Name of the forms.	On Hand.	Required for one year.	Exess to be returned.
Notification form English (Sub. Sec. No.17 (4)	300	200	100
- Do - Kannada.	300	200	100
Survey forms.	250	-	250
"A.A." Award intimation forms.	1000	500	500
Facing sheets of Acquisition cases.	3000	1000	2000
Statement of lands proposed to be alienated, etc.	800	100	700
Dastavaje forms (Land Improvement loans (9)(b) Sec.	50	-	50
Acquisition form No.I.	250	150	100
- Do - III	450	150	300
No.8 Register.	7	4	3
Disposal list register.	8	3	5
No.9 Register.	7	4	3
Register of bills received.	4	0	4
No.I, Register.	1	-	1
Acceptance of Transfer.	2	0	2
Service Postage stamp account book.	1	-	1
Forms Issue books.	4	1	3
Circular file books.	4	1	3

Secretary,
Press Committee.

DRS.

Statement showing the details of forms, registers, etc., available in excess of the annual requirements in the office of the Amildar, Chitaldrug.

- - - - -

R.R. Branch.

Current Registers.	3 books.
Receipt books.	67 "
Index form.	900 copies.
Jafti patti.	250 "
Summon form.	2000 "
R.R. Day book.	3 b "
Amad Registers.	6 "
Mutation form.	500 copies.
Khirdi form.	600 "
Tennancy and crop register.	800 "

Rev. Branch.

Kandayam Receipt book.	1500 books.
Rev. 74.	4000 "
V.S I a.	170 "

Secretary,
Press Committee.

DRS.

Statement showing the details of forms, registers, etc., available in excess over annual requirements in the office of the Amildar, Chickmagalur.

- - - - -

Name of the form.	No. to be returned.
R.R. No.V.	20,000 copies.
V.S. No.I a.	118 pads.
Genl.(Rev.) Notice.	10,000

Secretary,
Press Committee.

DRS.

Statement showing the details of forms and registers available in stock in excess of the annual requirements in the office of the Amildar, Mysore Taluk, Mysore.

- - - - -

Form No.	Name of the form.	Number. available.	Number required.	Surplus stock to be returned.
	Revenue Branch.			
Kandayam	Receipt book.	304	150	154
	R.R. Branch.			
Form No.II.	Record of Rights form.	1500	-	1500
" VIII	Hakku Badalavane.	-	-	2000
" XI	D. Notice form.	-	-	4000
" XVI	Khate form.	-	-	3000
" XVII	Khirdi form.	-	-	5000
" XII	Inharitance cases.	4000	-	3000
" VII	Tenency and crop register.	10,000	-	10,000
Receipt books for fee.		220	100	120
" for documents.		-	-	10
Form No.I.	Priliminary record form.	1000	-	1000
	Treasury Section.			
Finl. No.174.		-	-	1
Finl. No. 85		-	-	1
Finl. No.2,	Security register.	-	-	1

Secretary,
Press Committee.

DRS.22-7-40.

No. P. 632 / Gne 2

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OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated 23rd August *1940*.
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FROM P+S.

704

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
and Secretary to the Press Committee
BANGALORE.

SECY. DEV. DEPT. 29 AUG. 1940 GOVT. OF MYS.

The Secretary to Government,
Development Department, Bangalore.

GEN. & REV. SECTT. 27 AUG. 1940 AGRI. & FOREST BRANCH.

SIR,

Pass 7-40-14

In continuation of this office reports noted in the margin, submitting memos of brief irregularities noticed in the accounts and

Serials 1-13

No. 9,	dated	1-7-1940
" 13,	"	-do-
" 64,	"	3-7-1940
" 70,	"	-do-
" 191,	"	12-7-1940
" 220,	"	13-7-1940
" 223,	"	18-7-1940
" 295,	"	18-7-1940
" 300,	"	18-7-1940
" 425,	"	30-7-1940
" 503,	"	2-8-1940

stock of stationery, forms and registers together with the statement of forms, registers etc., available far in excess of annual requirements in several offices of District Headquarters of Chitaldrug, Kadur and Mysore, inspected by me in May and June 1940, I have the honour to state that as stated in several reports to Government referred to above, the statements of surplus forms together with memos of brief irrgularities noticed in the accounts of various offices were placed before the Press Committee in their meeting held on 25th July 1940 for consideration.

2. The Committee after going through the memos of irregularities and statements of surplus forms, etc., in detail, came to the conclusion that these serious irregularities resulting in heavy loss to Government on account of unnecessary stock of surplus forms and registers far in excess of the annual requirements in almost every office are due to (1) offices not being inspected periodically by an officer well acquainted with the accounts of various departments, (2) The Superintendent, Government Printing who is authorised to inspect offices situated at District Headquarters, not being able to attend frequently ~~for~~ to this work for want of time, (3) The results of inspections made by the previous Superintendents and helpful instructions based on the standing orders

RM

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issued to the departmental officers not being followed by several offices and (4) Want of proper accommodation and sufficient number of racks to arrange and keep forms etc., in many offices.

3) In view of the facts disclosed from the memos and statements of surplus forms viz., (1) that almost every office has got -- printed forms, Registers etc., in excess of the annual requirements, (2) that printed forms and Registers are costlier than ordinary foolscap and other kind of papers issued from the stationery depot, and (3) also that the cost of paper and printing materials is becoming prohibitive owing to war, the committee considered that it is urgently necessary to appoint a special inspecting officer to go round regularly to all the offices including offices situated in Taluk Head Quarters, Railway Offices, Offices of Government Industria concerns, Local bodies and other paying Departments; to inspect the accounts and examine stock to put right the accounts and get back to the Central Press surplus forms and Registers, which may be re-distributed to other offices resulting in large savings. Maintainance of proper accounts coupled with the judicious use of forms and regist would result in permanent economies. They have therefore resolved that Government be requested to sanction:

(1) the appointment of an experienced accounts Officer for a period of two years to inspect accounts and stock of forms, registers and stationery and give necessary instructions in respect of maintena of proper accounts, to various officers who should comply with them strictly.

(2) To sanction the appointment of a clerk, preferably with form experience, on Rs.25/- per mensum in the office the Superintendent, Government Printing, for a period of two years to sort out, keep stock, and re-distribute the forms etc., received back from various offices.

(3) To order all forms, registers found in surplus after the

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detailed inspection by the above officer being sent back to the Superintendent Government Printing, the transmission charges being met by the office sending the surplus forms.

(4) To issue special instructions to Heads of Departments and Deputy Commissioners to give particular attention during their inspection of subordinate offices to look into the question of proper accommodation and racks to each office to stock forms and registers.

4) The committee on further consideration recommended that in their opinion, the Superintendent, Comptroller's Office, on Special duty at the Government Press in connection with the standardisation of forms, is best suited to go round for inspection work as he has gained sufficient experience of forms of all Departments while attending to the work of standardisation of forms etc., of all Departments.

5) A copy of the note on the subject placed before the Press Committee together with a copy of the resolution is submitted for kind perusal of Government.

6) In this connection I submit for information of Government that the period of deputation of the Superintendent, Comptroller's Office who is now working in the Government Press in connection with the standardisation of forms etc., has been proposed to be extended up to 31-12-1940 and as recommended by the Press Committee if this officer has also to attend to the inspection of offices during this period, he will have to do so in addition to the work of standardisation which he has to complete by 31-12-1940 staying at Head Quarters for a specified period during each month with the help of the additional clerk and full time typist recommended to be sanctioned in my letter No. 631 dated 26.8.40 as appointment of two officers for the period of 6 months would involve additional cost to Government.

7) A Separate report will be submitted in time to Government for

PSM

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additional cost involved on account of the above proposals if the same cannot be met by re-appropriation or savings under establishment.

8) I may submit for information of Government that surplus forms registers etc., noticed in several offices inspected are being received in the Central Press.

9) I solicit early orders of Government regarding the recommendation of the Press Committee.

I have the honour to be
Sir,
Your most obedient servant,

Superintendent. 26/8/40.

CKr

Brief note on the result of inspection of the accounts and stock balance of forms, registers, and stationery articles of Chitaldrug, Kadur and Mysore.

To have an idea as to how accounts of forms and registers &c., are maintained in several offices, it was arranged with the sanction of Government to inspect some of the important offices situated at District Headquarters. Nine offices at Chitaldrug, 11 at Chickmagalur and 21 at Mysore were inspected during May and June 1940 by the Superintendent, Government Printing along with the Special Duty Superintendent of the Comptroller's Office.

Brief irrigularities noticed are as under:--

(1) Generally no accounts are maintained for forms and registers, and even in one or two cases where the accounts are kept they are imperfect and incomplete.
(2) Acknowledgments have not been taken for having issued the forms, etc.
(3) The stock balance is not being verified at any time and certified.
(4) No pains appear to have been taken to sort the forms and registers and label them as required by rules. Forms and registers are mixed up and heaped. It is difficult even for the office staff to find out readily the kind and quantity of forms available.
(5) Indents for further supplies have been sent to the Press even though there was stock of same kind of forms, registers, etc., sufficient for use for more than a year.
(6) Each office inspected had large numbers of different kinds of forms, registers, etc., over and above one year's requirements. Lists of such forms and registers agreed to be returned to the Central Press is placed on the table for kind information.
(7) In case of Stationery articles, the book balances do not agree with the actual stock on hand and the Stationery articles have been issued far in excess of the scales — Sanctioned by the Government in many cases.

Copies of inspection reports with brief notes of irregularities and statement of surplus forms have been submitted to Government and heads of departments for orders.

The heads of offices have been requested to return the forms and registers, etc., to the Central Press to avoid

P.T.O.

further cost of printing.

The above irregularities which have been noticed in previous inspectionsheld by previous Superintendents have not been minimised and avoid~~the irregularities and~~ unless special arrangements are made they are sure to continue ~~the~~ and result in avoidable cost to Government in the matter of arranging timely and adequate supplies of forms and registers for which separate proposals have been furnished.

R Rangaswamy

for Secretary,
Press Committee.

Proposals to have all offices including offices situated at Taluk Head Quarters inspected periodically to get back all surplus forms, Registers available in each office to the Central Press, and to regularise the maintanance of accounts in each office.

Brief note put up for information of the Committee -- regarding the irregularities noticed during the inspection of accounts of forms, etc., indicates that the following measures have to be taken up immediately to have (1) Regular accounts maintained in respect of forms and Register and (2) the surplus registers and forms available in each office over annual requirements, to be taken back to the Central Press and re-distributed to other offices. The result of the present inspection shows, that if forms, registers etc., available in excess over annual requirements of each office is obtained back to the Central Press and re-distributed it is estimated that it may reduce the cost of printing and paper to the extent of about 15 to 20% in the ~~current~~ about 5 to 10% in the following years.

To effect the above it is necessary that some responsible and experienced Accounts Officer be deputed to inspect each office situated at the District and Taluk head quarters. He should (1) see that proper accounts are opened forthwith and all stock on hand entered therein. (2) Give necessary -- instructions regarding the proper maintenance of accounts. (3) Take back all the surplus forms and Registers over one year's requirements and send them to Government Press -- immediately.

Some arrangement is also necessary at the Central Press to receive all these surplus forms, registers, etc., and arrange them to re-distribute to other offices in need of them. The existing form Branch is not capable to take up this additional work as it is struggling with insufficient staff. If an experienced clerk on Rs.25/- is posted for the period for which this inspection work is to proceed, he will be capable of sorting them properly and arrange to re-distribute them. He will also see that suitable allowances are made while similar forms are being printed for annual supplies. Unless this arrangement is made there will not be much gain by getting the surplus forms and registers back to the Central Press.

In addition to this the question of accommodation and rack room for storing these surpluses safely is of very great importance. The chief Engineer has to arrange to expediate the building which has been kindly sanctioned by Government.

The inspecting officer will have to arrange to tour district by district so that the cost of Travelling Allowance is kept to a minimum.

If these proposals meet with the approval of the Committee action has to be taken on the following points.

(1) To appoint an experienced accounts officer to go round for inspection.

(2) Orders of Government have to issue to permit the officer to inspect accounts and stock balances of forms, registers and Stationery and give necessary instructions to the officer who shall comply with them and generally co-operate with the officer deputed for inspection.

(3) To permit the inspecting officer to get back all surplus forms and registers

(4) To appoint a clerk with forms branch experience in the Central Press to sort and keep stock account of forms

etc., and re-distribute them to several offices.

(5) To provide sufficient number of racks to each office to keep forms, etc., neatly labelled so that stock may be verified at any time and arranged while sending indents.

(6) To provide the Central Press with suitable racks in required number for keeping forms of different departments so as to maintain stock accounts.

R Rangaswamy.

for SECRETARY.

Enc to Pm 632 dt 26.8.40

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EXTRACT OF RESOLUTION NO. 9 & 10 OF THE MEETING OF THE PRESS COMMITTEE HELD ON 25-7-1940.

9 and 10. Read the note relating to irregularities noticed in keeping accounts, and stock of stationery articles, forms and -- registers together with the lists of surplus forms, registers, etc., available in the several offices inspected and the note of the -- Superintendent, Government Printing urging for the necessity of -- inspection of all offices including offices situated at Taluk head-quarters, Railway and other commercial offices and the staff required thereto.

The note indicated that:--

(1) Generally no accounts for forms and registers were maintained in any office, and that even the accounts kept in some of the offices were imperfect and incomplete.

(2) Acknowledgments had not been taken for the issue of forms, etc.

(3) The stock balance had not been verified at any time and certified.

(4) No pains appeared to have been taken to sort the forms and registers and label them as required by rules. Different kinds of forms and registers were found mixed up and heaped. It was difficult even for the office staff to find out readily the kind and quantity of forms available.

(5) Indents for further supplies had been sent to the Press even though there was stock of same kind of forms, registers, etc., sufficient for use for more than a year.

(6) Each office inspected had large number of different kinds of forms, registers, etc., over and above one year's requirements.

(7) In case of stationery articles, there was non-agreement in several cases of book balances with the actual stock on hand and the stationery articles had been issued far in excess of the scale.

(8) In some cases forms and registers had been kept on the floor or heaped in a corner for want of sufficient accommodation and racks.

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It had also been made clear that these serious irregularities resulting in heavy loss to Government on account of stagnation of forms and registers far in excess of annual requirements in almost every office, are due to (1) offices not being inspected periodically by an officer well acquainted with the accounts of various departments, (2) the Superintendent, Government Printing, who is authorised to inspect offices situated at District Headquarters not being able to attend frequently ~~for~~ to this work for want of time and (3) the results of inspections made by the previous Superintendents and helpful instructions based on standing orders issued to the departmental officers not being followed by the several officers. This clearly indicated the immediate necessity to appoint a Special Inspecting Officer to go round all offices regularly to inspect the accounts, put them right and get back surplus forms and registers to the Central Press to prevent avoidable expense to Government. The Committee after going through the statements of surplus registers, forms, etc., which if got back and re-distributed by the Central Press would result in savings which could be greatly improved by proper maintenance of accounts coupled with judicious use of forms and registers, resolved that it is urgently necessary to appoint an officer to regularly go round to inspect all offices including offices situated at Taluk headquarters, to put right all accounts concerning forms and registers and to get back all surplus form and registers, etc., and therefore Government be requested to sanction,

(1) the appointment of an experienced accounts officer for a period of 2 years to inspect accounts of forms, registers and stationery and give necessary instructions in respect of maintainance of proper accounts to the various offices, who should comply with them strictly.

(2) To order all forms found in surplus after the detailed inspection of the above office being sent back to the Superintendent, Government Printing, the transmission charges being met by the office sending the surplus forms.

(3) To sanction the appointment of a clerk preferably with form

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experience on Rs.25/- per mensem in the office of the Superintendent, Government Printing for a period of ~~two~~ years to sort out and re-distribute the forms received back as surplus from the various offices in the State.

(4) To issue special instructions to heads of departments and Deputy Commissioners to give particular attention during their inspections of subordinate offices to see to the proper accommodation and furnishing of sufficient number of racks, &c., to each office to stock forms and registers, etc.,

The Committee further recommend that in their opinion the Superintendent of the Comptroller's Office on Special Duty at the Government Press in connection with the standardisation of forms is best suited to go round for inspection work as he has gained sufficient experience while standardising forms of all departments.

P Mangamma
Superintendent
Govt Press.
23/8/60

Appendix F G—1]

Two drafts - 1

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SUBJECT.....

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Section Pts.

File No. 7-10

Serial No. 15

Diary No. of letter replied to.....

No. A7 1660

To The Comptroller & Govt.

General and Revenue Secretariat

( )

the *19*

Sir.

Date of issue 20-9-40

I am directed to request you state whether ~~kindly to furnish information as to whether~~ the services of Mr B. Ranpanna, Superint of your office, on special duty at the Govt press in connection with the standardisation of forms could be spared for two years more and if so what his pay is to be.

Signed by Mr L S Sastri

The matter may kindly be treated as urgent.

I have etc.

for Dep. Secy to Govt

List of enclosures.....

Copied by .....

Examined by .....

Appendix F G—1]

Two drafts — 2.

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SUBJECT.....

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Section P+S.

File No. 7—10.

Serial No. 16

Diary No. of letter replied to.....

No. A 7 1661

To

The Superintendent.
Govt printing.

General and Revenue Secretariat

( )

the *19*

Sir

With reference to your letter no. P 632 dated 26th August 1940 submitting ~~the recommendations of the Press Committee~~ proposals for the appointment of an experienced accounts officer for a period of two years. etc. I am directed to request you to furnish information as to 1) what the total annual cost of ~~the above~~ proposal would be including Travelling Allowances and 2) the approximate savings expected under Printing charges of forms and registers. A very early reply is requested. I have etc.

Date of issue..... 20-9-40

Signed by ..... CSS Char

1) whether the clerical staff now employed cannot be utilised for the new heads proposed under the new proposals,

List of enclosures.....

Copied by .....

Examined by .....

for Dep. Secy to Govt.

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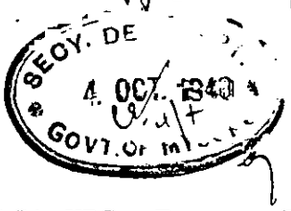
OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No. 561/Es. Bangalore, dated 30th Septr. 1940.



P&S 7-40-17

From

M. VIRARAJA URS, Esqr., B.A., B.L.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

To

C.E.Noronha Esq., M.A.,
Secretary to Government,
Development Department,
Bangalore.

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Sir,

With reference to your letter No.A.F.1660 P & S 7-40-15 dated 20-9-1940 regarding Mr.B.Ranganna, Superintendent, of my office, now on special duty at the Government Press in connection with the standardisation of forms, I have the honour to state that I have no objection to spare his services for two more years if Government consider that his services are indispensable.

His salary while on special duty may be suitably fixed by Government having regard to the arduousness and importance of the work on which he is proposed to be engaged as also to the emoluments he is now in receipt of in the Press.

He is a 2nd Grade Superintendent in grade 118-6-160 in this Department and is, at present, in receipt of his pay in his grade viz., 148 plus 20% ~~Department~~ Deputation Allowance in the Press.

The term of extension of his special duty sanctioned in G.O. No. A.F. No.1243-4/P&S 13-40-4 dated 27-8-40 runs till the end of December 1940.

I have the honour to be,
Sir,
Your most obedient servant,

M. Viraraja Urs

Comptroller.

No. P.989

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated the 30th Sept. ....1940.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

To

C.E. NORONHA, ESQ., M.A.,
Secretary to Government,
Development Department, Bangalore.

SIR,

With reference to your letter No. A.F. 1661/P & S. 7-40-16, dated 20th September 1940, in the matter of appointing an experienced Accounts Officer for a period of two years to inspect all offices with a view to regulate the keeping of accounts of stationery, forms and registers and their economic use, etc, I have the honor to report as follows:-

1. At the time of submitting proposals for revision of establishment of the Government Press, the question of establishment for regular inspection of forms throughout the year, which, as per standing orders, forms part of the work of the Stationery Depot was not considered and it was left to be taken up after the deliberations of the Press Committee were completed. The number of additional clerical hands proposed in the revision was intended only to cope with the enhanced work of the Press and it is not possible to spare any hand out of that for the work now proposed by the Press Committee. Hence the appointment of an additional clerk on Rs 25/- for two years is necessary.

2. To do the work now proposed by the Press Committee, I propose to submit that it is necessary to appoint an officer of some status for inspection work, who has experience of various systems of accounts maintained in different departments together with some knowledge of the working of the Press. This was discussed in detail by the Press Committee held on 25-7-1940, who have resolved that the experience gained by the Superintendent of the Comptroller's Office now working with the Press Committee, in

in connection with standardisation of the forms of various Departments may be availed of for the purpose.

(i) Pay of the Inspecting Officer:-

As per recommendation of the Press Committee, the Superintendent of the Comtroller's office working with the the Press Committee in the grade of Rs 118-6-160, on pay of Rs 148/- + D.A. Rs 30/- is to be the Inspecting Officer.

As the nature of work to be entrusted to him will be arduous and he will have to tour long periods at a time involving additional expenditure owing to continued absence from headquarters, it has been proposed ~~to continue~~ (as approved by the Chairman) that a consolidated pay of Rs 200/- per mensem may be sanctioned to him.

	Pay per mensem Rs 200/- X 12	= Rs 2,400/-
(ii)	Clerk on Rs 25/- X 12	Rs 300/-
(iii)	Travelling Allowance to Inspecting officer, average Rs 30/- per mensem X 12	360/-
	Total about	Rs 3,060/-

3. It is not possible to say with any accuracy ~~that~~ the saving that will be effected by the inspection ~~of~~ and ~~valuation~~ reclamation of all the forms in these offices. The Superintendent inspected forty-two offices and the forms removed from them cost about Rs 3,000/-

4. The object of insisting upon each office being inspected a number of times is not only to get back the surplus forms and registers but also to regulate the keeping of accounts relating to forms and registers and their proper use, resulting in permanent savings to Government. These two aspects, viz., accounting and proper use of blank forms are now ignored by all offices and no accounts are ~~generally~~ generally maintained and the existence of unnecessary stock of forms and registers noticed by them and action taken to return them to Government Press in time to avoid loss of further printing and supply.

As stated in the note placed before the Press Committee (copy

(copy submitted to Government already) if the state of affairs in other offices to be inspected are as bad as they were in the 42 offices already inspected, the Government Press can perhaps save about 15 per cent on printing of ~~bad~~ blank forms and registers in the first year and 10 per cent in the second year. It can safely be said that the savings on printing of blank forms both immediate and recurring, will be many times the expenditure proposed to be incurred on the temporary inspection staff. The many advantages to be gained by every office by timely supply of adequa number of forms and registers which would result from regularising the systems of maintenance of correct accounts and proper use of blank forms in various office cannot be easily equated in terms of rupees, annas and pies.

6. In this connection I may submit for the information of Government that on receipt of complaints from the Senior Surgeon regarding the scanty supply of forms, I directed the Superintenden on Special Duty with the Press Committee to inspect the stock of t forms, registers, etc., of the Medical Stores and his inspection is nearing completion; his opinion is that he has noticed that nearly 40 kinds of the registers and forms of several kinds requir by the Medical Departments are available in the Stores in such large excesses as to serve the Department for 3 to 4 years more. The present complaint of the Department is only about a few ~~number of~~ kinds of ordinary forms, which could have been easily supplied in place of costly registers which were obtained though available in large quantities. A detailed report of inspection will be submitted to Government separately.

7. The staff recommended is necessary for a minimum period of 2 years as all offices including offices situated at Taluk Headquarters have to be inspected a number of times each, as desired by the Presss Committee so as to regularise accounts of forms, &c., and devise means for putting an end to the accumulation of surplus forms in every office.

8. As some of the forms, registers, etc., noticed as surplus in 42 offices inspected have been received in the Press in large

number and the existing staff cannot afford time for the work of sorting them, &c., and due to extreme shortage of rack-room, there is fear of white ants attacking them and rendering them useless, I request you to kindly obtain sanction of Government to the proposals made in this office letter No.P.632, dated 26th August 1940, as per resolutions of the Press Committee.

I have the honour to be,
Sir,
Your most obedient servant,

10/9/40

Secretary, Press Committee, &
Superintendent, Government Printing.

G. R. S. App. F VI—G 2]

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SUBJECT .....

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Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the 193 .

Section. P+S.

File No. 7—40.

Serial No. 19

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 26-11-1940

Signed by Hlx. C. S. S.

Read— G.O's NO. AF. 1243-4/P+S 13-40-4 dated 27th August 1940 & NO. AF. 949-20/P+S. 13-40-6 dated 30th Sept^r 1940, Sanctioning, inter alia, the Continuance of the period of Deputation of Mr. B. Ranganna, Supdt, Comptroller's Office, till the end of December 1940 in Connection with the work relating to ~~Order thereon.—No.~~ the Standardisation of forms & registers of the various departments.

2. Correspondence ending with letter NO. P. 989 dated 3rd October 1940 from the Supdt, Govt. printing & Secy. press Committee, reporting certain irregularities noticed in the Keeping of the accounts of the stocks of Stationery,

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

forms, etc, in the Several offices of the State and forwarding the proposals of the Press Committee in the matter / in order to prevent such irregularities in future.

3. Letter No. 561/E.S. dt. 30.9.1940 from the Comptr. to Govt. regarding Retrenchment in the Printing & Stationery

Mr. Ranganna, Supdt. of his office for 2 more years if not entitled to Annl. increments are withheld. ~~referred to in G.O. read above~~

Order A 72986-3046 dt. 26-11-40

It is reported by the Supdt, Govt. printing & Secy, Press Committee, that, during his inspection of the Several offices in the State many irregularities were noticed in the keeping of the accounts of the Stock of Stationery, forms and registers and that unnecessary surplus forms & registers, for in excess of the annual requirements, had been stocked in almost every office inspected by him. The Press Committee who went into the question in detail, have made the following proposals to prevent avoidable expense to Govt. :—

List of Enclosure

Copied by

Examined by

(1) ~~For the~~ to the appointment of Mr. B. Ranganna, Supt., Comptroller's office, ~~on a Cost Basis dated from~~

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

on special duty in the Govt. press in connection with the standardisation of forms, etc, as special officer, in addition to his present work, for a period of two years, to inspect the accounts, stock of forms, registers and stationery and give necessary instructions for the proper maintenance of proper accounts in all the offices, including offices located at Tabuk headquarters, Railway offices, offices of Govt. Industrial Concerns, Local Bodies & other paying departments, and who should comply with them strictly in accordance with the

Subject to approval.

to get back all surplus forms & registers etc.;

(2.) For the appointment of a clerk of forms, preferably with experience on Rs. 25/- P.M. in the office of the Supdt, Govt. printing, for a period of two years to sort out, keep stock and redistribute the forms, etc, received back as surplus from various offices.

(3.) to order all the forms, registers, etc, found in surplus after the detailed

WD 03603—GPB—15,000—6-7-35

inspection by the officer appointed for the purpose being sent back to the Supdt, Govt. printing, the transmission charges being met by the office sending the surplus forms, etc, and.

(4) to issue special instructions to the Heads of Departments & Deputy Commrs to give particular attention, during their inspections of subordinate offices, to look into the question of providing proper accommodation & racks for each office & stock of forms & registers

The Comptroller who was consulted in regarding to the loan of the services of Mr. Rangama states that he has no objection to spare his services of Mr. Rangama for two more years. The Supdt, Govt. printing, states that the savings to be effected as a result of these proposals will be many times the expenditure proposed to be incurred on the temporary staff and requests sanction of Govt. for the proposals of the press Committee.

Govt. have in their orders read above sanctioned the continuance of the deputation services.

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

of Mr. B. Rayanna ~~to~~ the press till the end of Dec'. 1940 for the special work connected with the standardisation of forms He should complete this work during this period. Sanction is now accorded ~~to~~ the appointment of Mr. B. Rayanna after his present term of deputation is over, ie, from 1st January 1941, as the special officer for the work of inspection proposed by the Press Committee on a temporary Consolidated pay of Rs. 180/- p.m as also ~~to~~ the appointment of a clerk on Rs. 25/- pm. for the purpose of sorting & keeping the stock of the forms, etc, in the office of the Supdt, Govt. printing, both the appointments being for one year for the present. The cost on this account will be met ~~akkegee~~ by reappropriation or Savings under "Establishment" in the press Budget for the Current year.

~~The~~ Proposal No (3) of the press Committee is also approved. As regards ~~to~~ proposal No (4), the Heads of departments and the D.C.'s

WD 03603—GPB—15,000—8-7-35

I do are requested ~~to give~~ key particular attention during their inspections of Subordinate offices ~~to look into~~ the question of providing proper accommodation & racks ~~to~~ each office ~~for its~~ ~~to~~ stock of forms & registers.

C. 20/41

Sd/ Dev: Secy to Govt.

To

The Supdt, Govt. printing & Secy. Press Committee

" Compt^r Genl' Js

" Heads of Departments

" D Cs of Dts.

" presidents, Dt. Boards. Thro' D: Cs

" Municipal. Commr. Bangalore city Municipality.

" president, M. Council. Mysore.

~~" Compiler, Mysore Gazette for publication.~~

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 2986-3046—P. & S. 7-40-19, dated 26th November 1940.

Proposals of the Press Committee.

Passes orders approving the —— in the matter of keeping the accounts of stocks of stationery, forms, etc., in the several offices of the State.

READ—

Government Orders No. A. F. 1213-4—P. & S. 13-40-4, dated 27th August 1940, and No. A. F. 1919-20—P. & S. 13-40-6, dated 30th September 1940, sanctioning, *inter alia*, the continuance of the period of deputation of Mr. B. Ranganna, Superintendent, Comptroller's Office, till the end of December 1940, in connection with the work relating to the standardisation of forms and registers of the various departments.

2. Correspondence ending with letter No. P. 989, dated 3rd October 1940, from the Superintendent, Government Printing and Secretary, Press Committee, reporting certain irregularities noticed in the keeping of the accounts of the stocks of stationery, forms, etc., in the several offices of the State and forwarding the proposals of the Press Committee to prevent such irregularities in future.

3. Letter No. 561—F. S., dated 30th September 1940, from the Comptroller to Government stating that he has no objection to spare the services of Mr. Ranganna, Superintendent of his office for two more years if Government consider that his services are indispensable.

ORDER No. A. F. 2986-3046—P. & S. 7-40-19, DATED BANGALORE, THE 26TH NOVEMBER 1940.

It is reported by the Superintendent, Government Printing and Secretary, Press Committee, that during his inspection of the several offices in the State many irregularities were noticed in the keeping of the accounts of the stocks of stationery, forms and registers and that unnecessary surplus forms and registers, far in excess of the annual requirements, had been stocked in almost every office inspected by him. The Press Committee, who went into the question in detail, have made the following proposals to prevent avoidable expense to Government :—

(*i*) the appointment of Mr. B. Ranganna, Superintendent, Comptroller's Office, on special duty in the Government Press in connection with the standardisation of forms, etc., as Special Officer, in addition to his present work, for a period of two years to inspect the accounts of the stocks of forms, registers and stationery and give necessary instructions for the proper maintenance of accounts in all the offices and to get back all surplus forms and registers, etc.;

(*ii*) the appointment of a clerk preferably with experience of forms on Rs. 25 per mensem in the Office of the Superintendent, Government Printing, for a period of two years to sort out, keep stock and redistribute the forms, etc., received back as surplus from various offices ;

(*iii*) to order all the forms, registers, etc., found in surplus after the detailed inspection by the officer appointed for the purpose, to be sent back to the Superintendent, Government Printing, the transmission charges being met by the office sending the surplus forms, etc.; and

(*iv*) to issue special instructions to the Heads of Departments and Deputy Commissioners to pay particular attention, during their inspection of subordinate offices, to the question of providing proper accommodation and racks for the stocks of forms and registers.

No. A. F. 2986-3046—P. & S. 7-40-19, DATED 26TH NOVEMBER 1940.

The Comptroller who was consulted in regard to the loan of the services of of Mr. B. Ranganna states that he has no objection to spare his services for two more years. The Superintendent, Government Printing, states that the savings to be effected as a result of these proposals will be many times the expenditure proposed to be incurred on the temporary staff and requests sanction of Government for the proposals of the Press Committee.

Government have, in their orders read above, sanctioned the continuance of the deputation of Mr. B. Ranganna to the Press till the end of December 1940 for the special work connected with the standardisation of forms. He should complete this work during this period. Sanction is now accorded to the appointment of Mr. B. Ranganna, after his present term of deputation is over, *i.e.*, from 1st January 1941, as the Special Officer for the work of inspection proposed by the Press Committee on a temporary consolidated pay of Rs. 180 per mensem, as also to the appointment of a clerk on Rs. 25 per mensem for the purpose of sorting and keeping the stock of the forms, etc., in the Office of the Superintendent, Government Printing, both the appointments being for one year for the present. The cost on this account will be met by reappropriation or savings under "Establishment" in the Press Budget for the current year.

Proposal No. (*iii*) of the Press Committee is also approved. As regards proposal No. (*iv*), the Heads of Departments and the Deputy Commissioners of Districts are requested to pay particular attention during their inspections of subordinate offices to the question of providing proper accommodation and racks to each office for its stock of forms and registers.

C. E. NORONHA,
Secretary to Government,
Development Department.

To—The Superintendent, Government Printing and Secretary, Press Committee.
The Comptroller to Government through the Financial Department.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Presidents of District Boards, through the Deputy Commissioners.
The Municipal Commissioner, Bangalore City Municipality.
The President, Municipal Council, Mysore.

Exd.—C. K.

WD 907—GPB—620—27-12-40

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

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Read :—

Government Orders No.A.F.1243-4/Fas 13-40-4 dated 27th August 1940 and No.A.F.1919-20/Fas 13-40-6 dated 30th September 1940, sanctioning, inter alia, the continuance of the period of deputation of Mr.B. Ranganna, Superintendent, Comptroller's office till the end of December 1940 in connection with the work relating to the standardisation of forms and registers of the various departments.

2. Correspondence ending with letter No.P.959 dated 3rd October 1940 from the Superintendent, Government Printing and Secretary, Press Committee, reporting certain irregularities noted in the keeping of the accounts of the stocks of stationery, forms etc. in the several offices of the State and forwarding the proof of the Press Committee to prevent such irregularities in future.

3. Letter No.561/E. , dated 30th September 1940 from the Comptroller to Government stating that he has no objection to spare the services of Mr.Ranganna, Superintendent of his Office for 2 more years if Government consider that his services are indispensable.

ORDER No. A 7 2986-3046 FP 157-40-19

Dated, Bangalore, the 26th November 1940.

It is reported by the Superintendent, Government Printing and Secretary, Press Committee, that, during his inspection of the several offices in the State many irregularities were noticed in the keeping of the accounts of the stocks of stationery, forms and registers, and that unnecessary surplus forms of registers, far in excess of the annual requirements, had been stocked in almost every office inspected by him. The Press Committee who went into the question in detail, have made the following proposals to prevent avoidable expenses to Government :—

(i) The appointment of Mr.B.Ranganna, Superintendent, Comptroller's office, on special duty in the Government Press in connection with the standardisation of forms etc., ~~the~~ as special officer, in addition to his present work, for a period of two years to inspect the accounts of the stocks of forms, registers and stationery and give necessary instructions for the proper maintenance of accounts in all the offices and to get back all surplus forms and registers, etc.

(ii) The appointment of a clerk preferably with experience of forms, on Rs.60/- per mensem in the office of the Superintendent, Government Printing, for a period of two years to work out, keep stock and redistribute the forms etc., received back as surplus from various offices;

(iii) to order all the forms, registers, etc., found in surplus after the detailed inspection by the officer appointed for the purpose to be sent back to the Superintendent, Government Printing, the transmission charges being met by the office sending the surplus forms etc., and

(iv) to issue special instructions to the Heads of Departments and Deputy Commissioners to pay particular attention, during their inspection of subordinate officers, to the question of providing proper accommodation and racks for the stocks of forms and registers.

The Comptroller who was consulted in regard to the loan of the services of Mr.Ranganna states that he has no objection to spare his services for two more years. The Superintendent, Government Printing, states that the savings to be effected as a result of these proposals will be many times the expenditure proposed to be incurred on the temporary staff and requests sanction of Government for the proposals of the Press Committee.

12/-

Government have in their orders read above sanctioned the continuance of the deputation of Mr.D.Ranganna to the Press till the end of December 1940 for the special work connected with the standardisation of forms. He should complete this work during this period. Sanction is now accorded to the appointment of Mr.D.Ranganna, after his present term of deputation is over, i.e., from 1st January 1941, as the Special Officer for work of inspection proposed by the Press Committee on a temporary consolidated pay of Rs.100/- per mensem, as also to the appointment of a clerk on Rs.40/- per mensem for the purpose of sorting and keeping the stock of forms, etc., in the office of the Superintendent, Government Printing, both the appointments being for one year for the present. The cost on this account will be met by reappropriation of savings under "Establishment" in the Press budget for the current year.

Proposal No. (iii) of the Press Committee is also approved. As regards proposal No. (iv) the Heads of Departments and the Deputy Commissioners of the Districts are requested to pay particular attention during their inspections of subordinate offices to the question of providing proper accommodation and racks to each office for its stock of forms and registers.

for Secretary to Government,
Development Department.

To—The Superintendent, Government Printing and Secretary,
The Comptroller to Govt. through F.D. / Press Committee.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Presidents, District Boards through Depy. Commrs.
The Municipal Commissioner, Bangalore City Municipality.
The President, Municipal Council, Kolar.

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